

HRAdmin2

Version 4.3.1

User Manual



Partnership for Reviving Routine
Immunisation in Northern Nigeria;
Maternal Newborn and Child Health Initiative

www.prrinn-mnch.org

Acknowledgement

Human resource management is key to providing quality health care services. The understanding of the dynamics and management of human resources is the bedrock around which service delivery revolves.

The PRRINN-MNCH programme has over the last 7 years been actively involved in several ways to solve the challenges of managing human resources in the 4 states of its operations (Jigawa, Katsina, Yobe and Zamfara). This manual is one of the modest efforts by the programme to support states to address the challenges of human resource management.

In the course of its work, the programme realised that human resource management, as a distinct work stream, has been lumped together with personnel management. This has led to the neglect of key human resources activities and its attendant effect of overall performance and management of human resources. This manual therefore provides key managers with the basic step-by-step process of managing human resources.

During the development of this manual, several individuals have contributed to this final document. I would like to acknowledge the contribution of the Consultants led by Michael Siebert; State Teams under the leadership of the STMs; State Stakeholders led by Permanent Secretaries and Office of the Head of Service in Jigawa, Katsina, Yobe and Zamfara States. The Directors of Personnel Management and members of the respective states Human Resources for Health Coordinating Committees have all played significant role in refining this document and its adoption by the states. Also worthy of mention is the Programme's HR LECs who have been responsible for the day-to-day follow up in the development of the manual.

It is my hope and prayers that Human Resources Units of the respective states SMOH and other agencies will utilise this document to improve the quality of their work.

I would also like to acknowledge the funding for this document by UK and Norwegian Government through DFID.

Dr Ahmad Abdulwahab

National Programme Manager

PRRINN-MNCH

Human Resources Administrator Software Manual

Foreword

This manual supports the use of HRAdmin2 software for effective management and administration of human resources.

HRAdmin2 is part of various Human Resources package management tools, developed by Health Partners Southern Africa and Health Partners International.

These tools were developed for health planners and managers to plan and manage human resources effectively, within the health system as a whole and within individual health facilities. It can help solve some of the acute problems from the current shortage in skilled, motivated health workers. HRSoftware is adapted to the specific needs of each project and country and for Nigeria already incorporates national affordability guidelines and principles of management decentralisation

There are two main HR tool groups, which can be used together or separately: Human Resources Planning and Human Resources Administration. HRAdmin is part of the second group revolving around Human Resource administration.

This manual was revised by PRRINN-MNCH in northern Nigeria, the Partnership for Reviving Routine Immunisation in Northern Nigeria–Maternal Newborn and Child Health programme funded by the UK Government and State Department of the Norwegian Government for the benefit of the Nigerian people. Many staff and officials in the states where PRRINN-MNCH works and team members of PRRINN-MNCH have helped to develop adapt this manual – their contributions are gratefully acknowledged.

PRRINN-MNCH works with federal, state and local governments and local communities to improve the quality and availability of maternal, newborn and child health care.

This HRAdmin Software Manual does not necessarily reflect the views or policies of the UK, Norwegian or Nigerian Governments, or any of the state governments with which we work. However we hope it will provide useful, practical assistance and guidance for human resources managers in their work.

Bryan Haddon

Chair, Health Partners International, UK

February 2014

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1. Overview of HRAdmin2

Welcome to HRAdmin2 user manual.

The effective management of human resources for health hinges on the availability of timely, accessible, and relevant information. A management system on human resources or human resource information system (HRIS) improves the decision-making capability of research managers as it captures the following aspects of human resources: personal details, post details, salary details, tracking, deployment, training plans and monitoring career development etc. The primary focus of an HRIS is to assist managers in ensuring that the goals and objectives of the state health systems are met. Data on current staff; MoH, MoLG, PHCA, SHMB etc. is generated, collected, organized, combined, processed, and reported in ways that inform managers about the status of human resources in their organization. HRIS is a stand-alone system of current human resources in health. It is primarily designed to effectively collect, systematize, process and retrieve relevant and updated information pertaining to human resources in health. The system will pave the way for improved planning, implementation, monitoring, and evaluation of human resource development. The system aims to:

1. Collect and maintain an up-to-date inventory of human resources in the health;
2. Provide relevant information to both national, state and regional level management for an effective human resources policy and program formulation;
3. Provide a tool in studying the utilization and distribution of available manpower resources in the health by geographical area or department and come up with recommendations to improve the situation when necessary;
4. Assist in the appraisal of staffing requirements/needs to formulate the human resource development program.

HRAdmin 2 – User Manual

This manual is designed to ensure that end-users can operate the HRAdmin2 system without technical inputs or assistance. The key to successful utilisation of the system is to fully understand its design, its structure and its utilities. To enable you to utilise the HRAdmin2 effectively you need to:

1. Complete HRAdmin2 training course - practical and theoretical
2. Study the HRAdmin2 procedure manual
3. Study the HRAdmin2 user manual
4. Practice, practice, practice

There are fundamental principles in the utilisation of any HR system. The most important principal is the "garbage in = garbage out" principal. If this HRAdmin2 is not maintained well e.g. if employee details, transfers, movements etc, are not updated on a monthly basis, the reporting from the system will be inaccurate. This will result in miss-informed decision making.

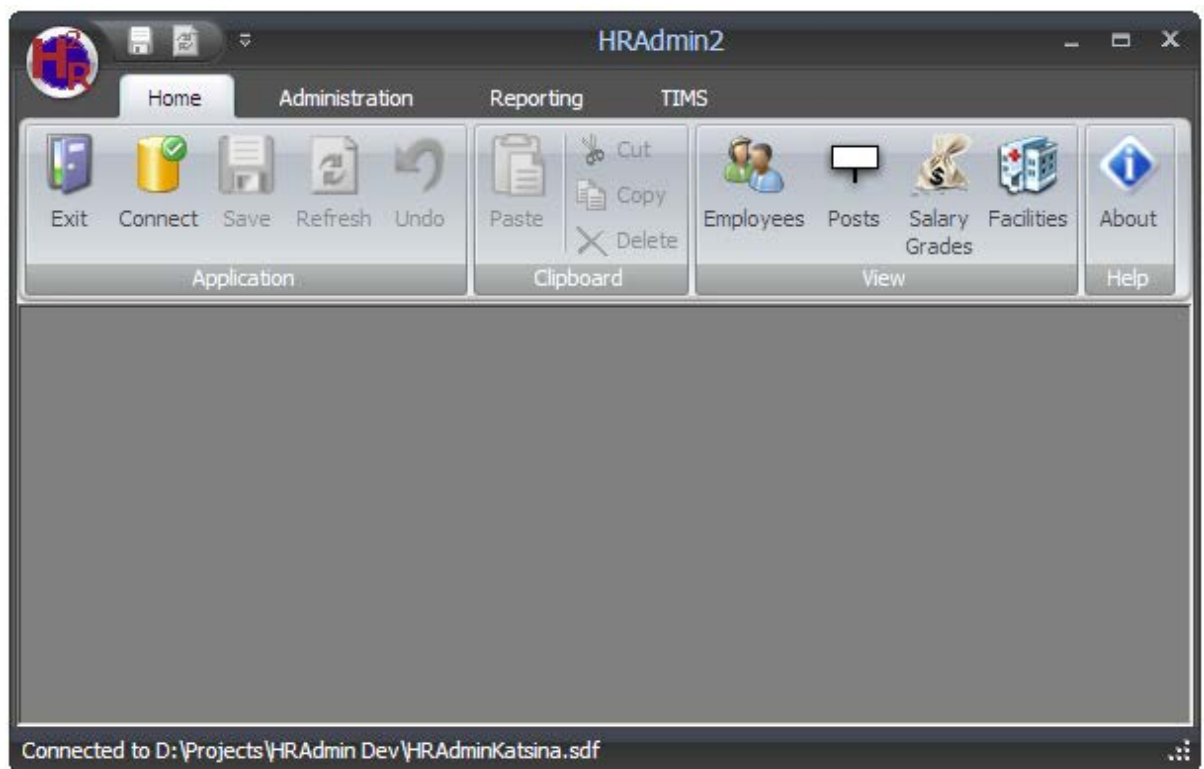
2. HRAdmin2 User Interface Window

The HRAdmin2 user interface screen is designed with tabs and selection buttons. The four main tabs are "Home", "Administration", "Reporting" and TIMS and are situated at the top of the screen.

The Home tab is divided into 4 main blocks "Application", Clipboard", "View" and "Help". These blocks are below the three main tabs. Depending on which selection you make, these blocks will change into a more detailed group of buttons for section groups related to your selection.

At the bottom of the screen it tells you to which database you are connected to. Make sure that you are connected to the correct database. If not call your administrator.

See Screen clipping 1: HRAdmin2 Interface Window, below.



Screen clipping 1: HRAdmin2 User Interface Window

3. Starting HRAdmin2

3.1 Logon Steps

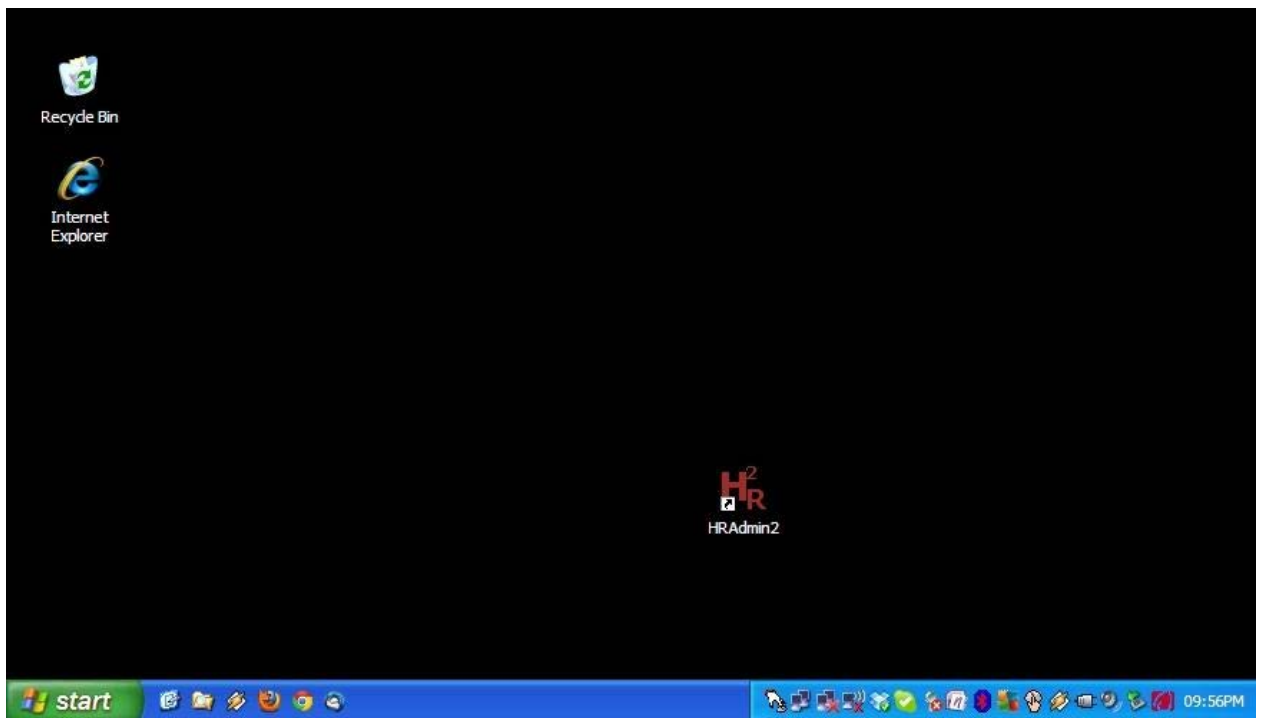
Step 1:

To start the HRAdmin database application we have to look for the icon on our computer desktop screen. To start the program you have to hold the mouse over the HRAdmin icon and double left click it with your mouse as illustrated in screen clipping 1.

To start the HRAdmin2, double click on the HRAdmin2 icon which is situated on your desktop screen:



HRAdmin2 Icon

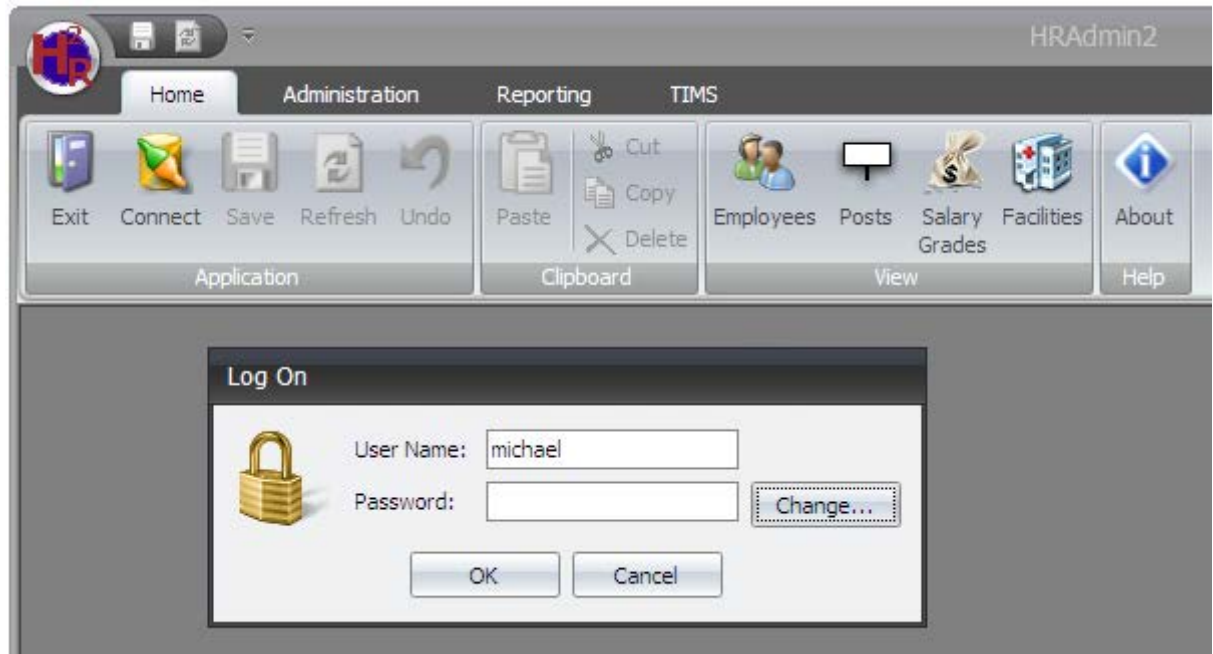


Screen clipping 1: Starting the HRAdmin database application

HRAdmin2 will open with the Logon window requesting "Username" and "Password"

Step 2:

The HRAdmin database application will now start and a new window will appear asking you to enter a username and password. See screen clipping 2. Take note in the screen clipping below that the username is automatically highlighted. If this is not your username, type your username in the "Username" block.



Screen clipping 2: Step 2: Starting the HRAdmin2 database application

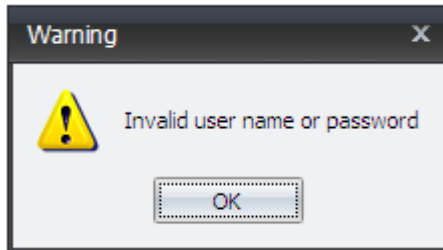
Step 3:

Enter your password by holding your mouse over the password data field and left clicking once with your mouse. Notice in screen clipping 3 below that your mouse cursor is now in the password data field. Type your password and once done click on the "OK" button just below the password data field with a single left click of your mouse button.



Screen clipping 3: Step 3: Starting the HRAdmin2 database application

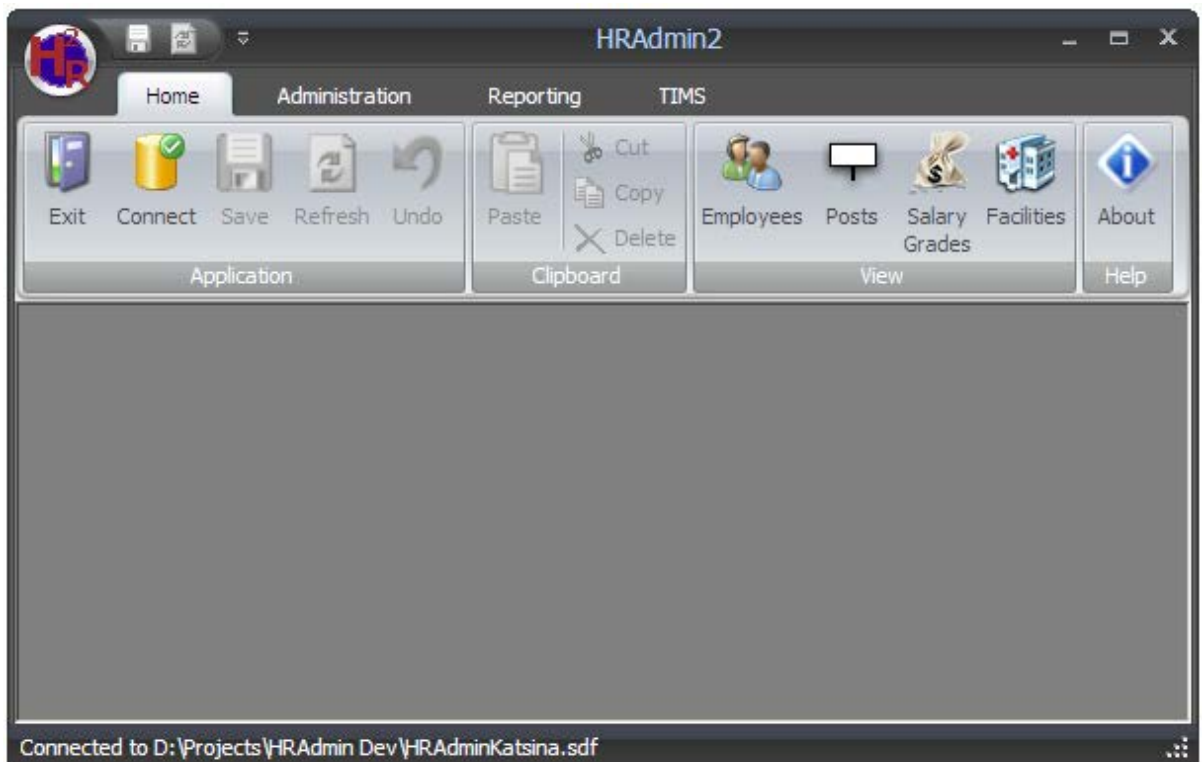
Should you enter a wrong password, you will see the following error message in screen clipping 4 below.



Screen clipping4: Step 3 Invalid password

Step 4:

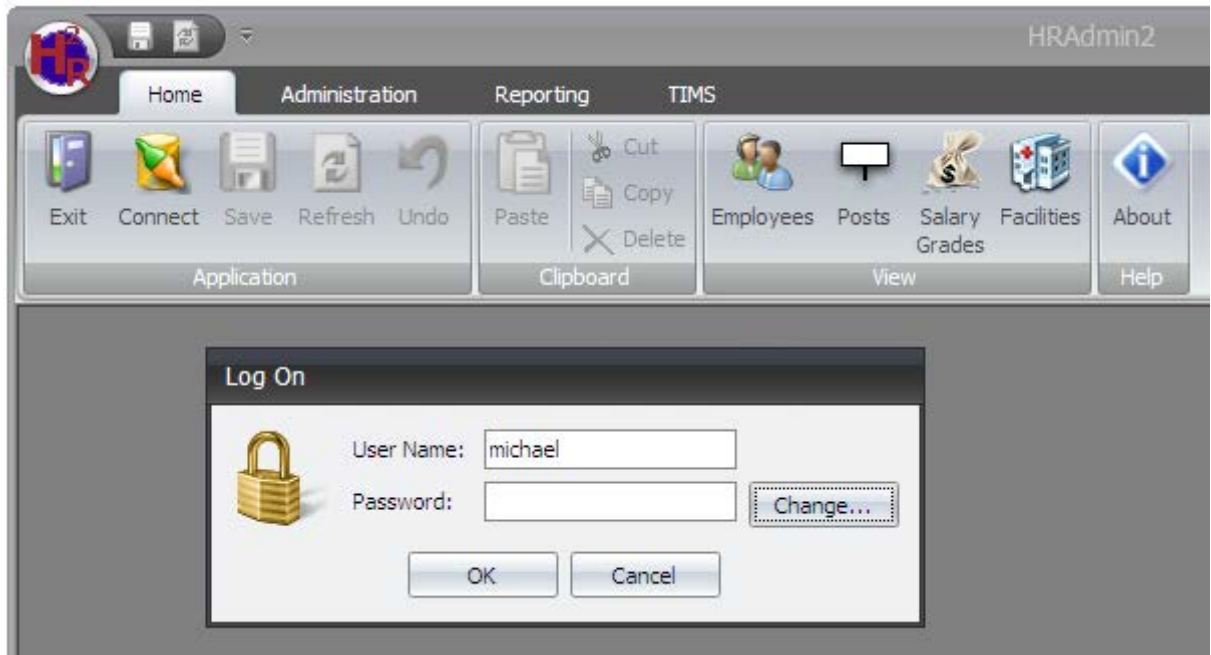
Once the HRAdmin program is running and ready to be used you will notice the "Connected" message the left bottom corner. See screen clipping 5 below. Your HRAdmin database program is now ready to be used.



Screen clipping 5: Step 4 Starting the HRAdmin database application

3.2 Changing the HRAdmin User Password

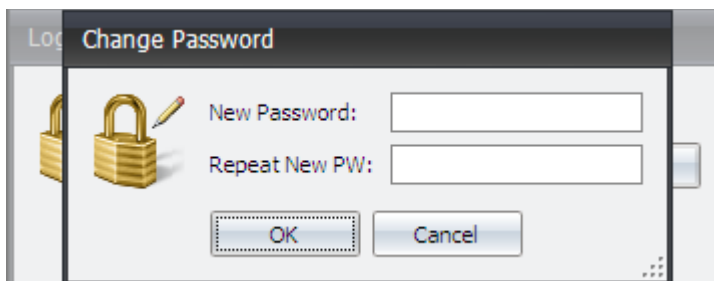
Changing the HRAdmin user password is done from the Log On screen that appears when HRAdmin2 is started.



Screen clipping 6: Changing the HRAdmin User Password

Step 1:

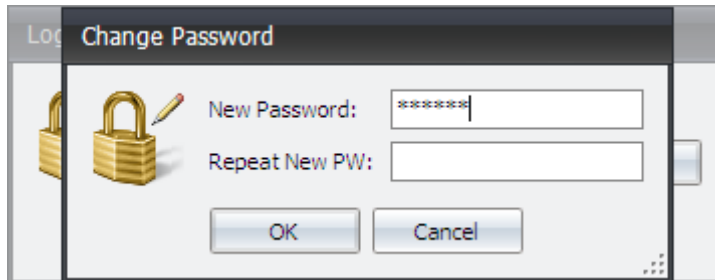
Left click once with your mouse on the "Change" button in the "Log on" menu. A new menu will appear titled "Change password". See screen clipping 7 below.



Screen clipping 7: Step 1 Changing the HRAdmin User Password

Step 2:

Hold your mouse over the "New Password" data field and click once with a single left click of your mouse. Once your cursor appears in the "New password" data field, type your new password. Once you have typed the new password you will notice the password is written as several stars. See screen clipping 8 below.

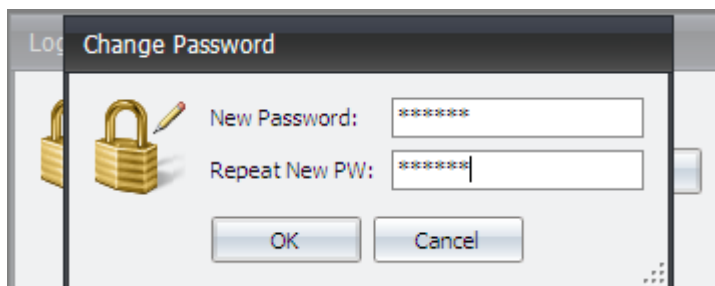


Screen clipping 8: Step 2 Changing the HRAdmin User Password

Step 3:

Now hold your mouse over the "Repeat New PW" data field and click once with a single left click of your mouse. Once your cursor appears in the "Repeat new PW" data field, type your new password again. Once you have re-typed the new password you will notice this password is also written as several stars. See screen clipping 9 below.

You now have to click on the "OK" button with a single click of your left mouse button.



Screen clipping 9: Step 3 Changing the HRAdmin User Password

Note: The password must be at least 6 characters long.

Step 4:

You should now look at your "Log on" menu again. See screen clipping 7 below. Hold your mouse over the "Password" data field and click in it once with a single click of your left mouse button. Once your cursor flashes in the "Password" data field, type the new password in and click on the "Ok" button with a single click of your left mouse button.



A screenshot of a 'Log On' dialog box. The title bar is dark grey with the text 'Log On' in white. The main area has a light grey background. On the left, there is a gold padlock icon. To its right, the text 'User Name:' is followed by a text box containing the word 'michael'. Below this, the text 'Password:' is followed by an empty text box. To the right of the password box is a button labeled 'Change...'. At the bottom of the dialog are two buttons: 'OK' and 'Cancel'.

Screen clipping 10: Step 4 Changing the HRAdmin User Password

3.3 Selecting and Connecting to a Database

On installation your administrator will load and open the correct HRIS database. If this was not done, follow the steps below to ensure that you are working on the correct HRIS database:

Step 1:

Click on the "Connect" icon in the "Application" group. This will open a window with the heading "Connect to Sql Ce Database".

Step 2:

In this window click on the folder icon next to the "File:C:\.....". This will open your normal windows explorer with the window heading "Open Database File". Go to the folder where the HRIS database was saved select your HRIS database by clicking on it once.

Step 3:

Click on "Open" at the bottom of that window. You will be diverted back to the window with the heading "Connect to Sql Ce Database".

Step 4:

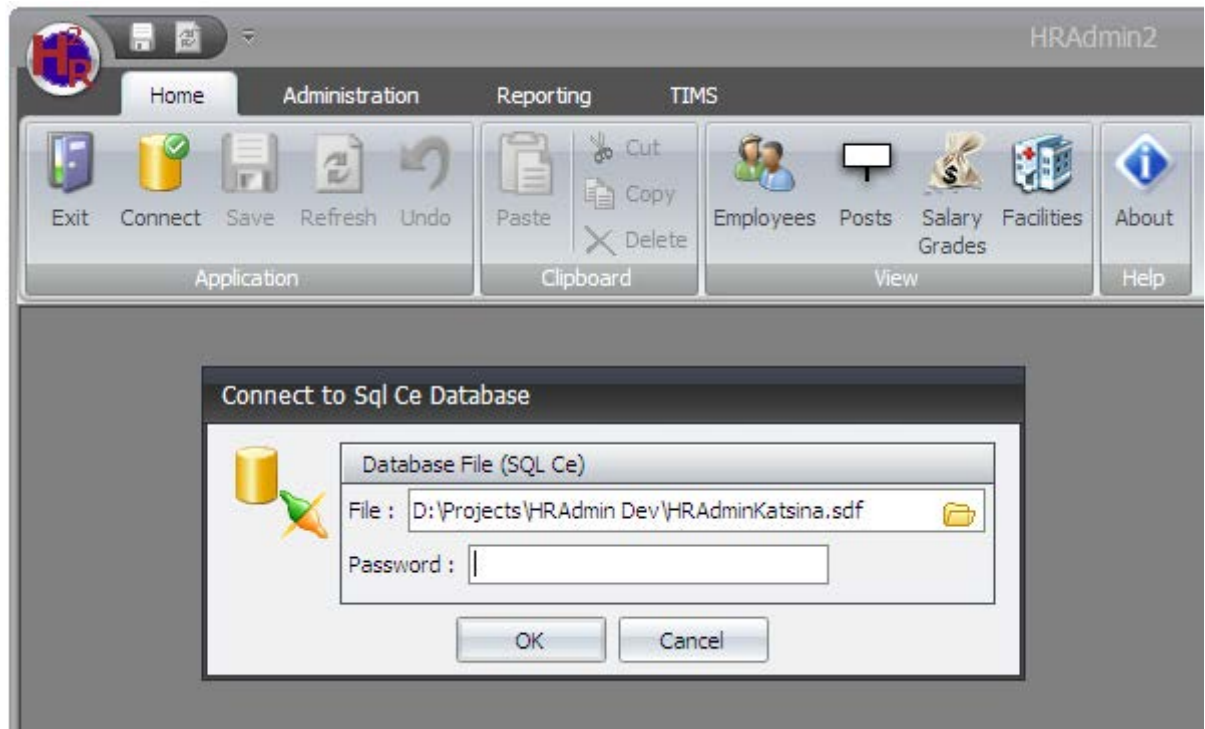
Click in the block next to "Password" and type in the database password. Your administrator should have this password.

Step 5:

After you have entered your password click "OK". This will divert you back to the logon window where you will have to logon again.

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You can follow steps 1 to 5 in Screen clipping 11 below.

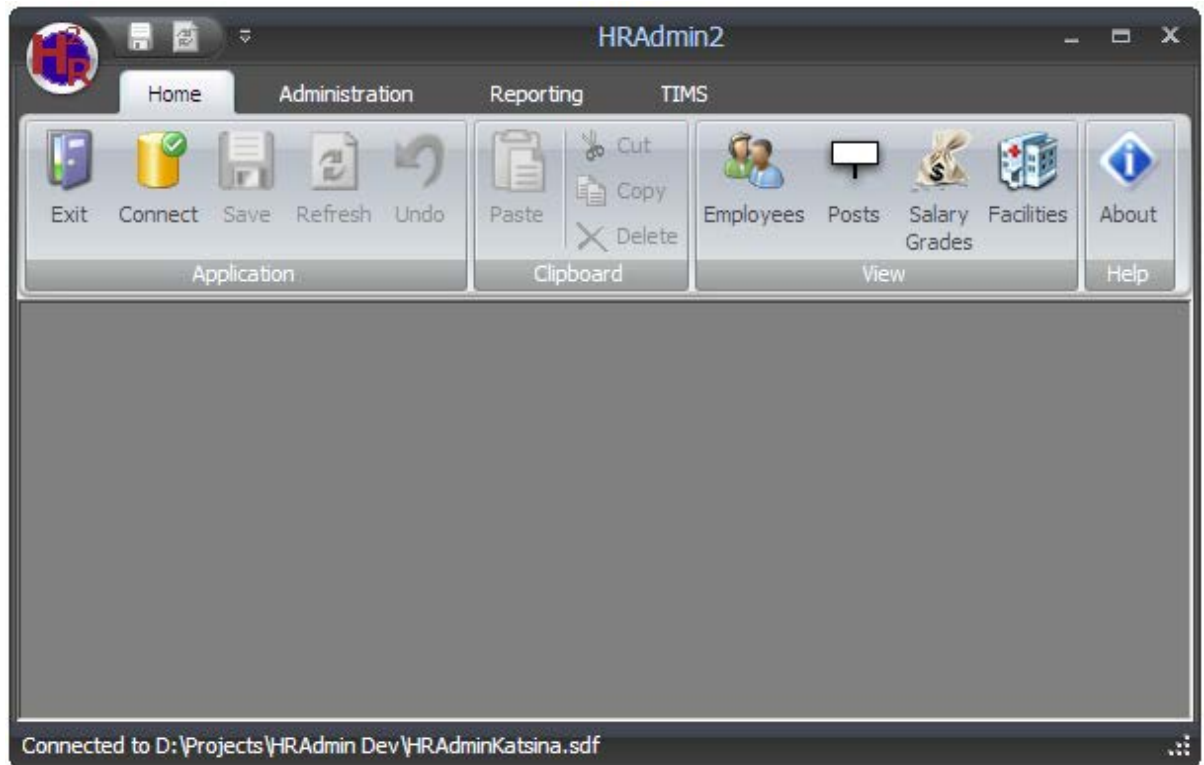


Screen clipping 11: Selecting and Connecting to a Database

Step 6:

You will now be connected to the HRAdmin database, to confirm this look at the left bottom message which states that you are connected.

See screen clipping 12 below.



Screen clipping 12: Step 6 Selecting and Connecting to a Database

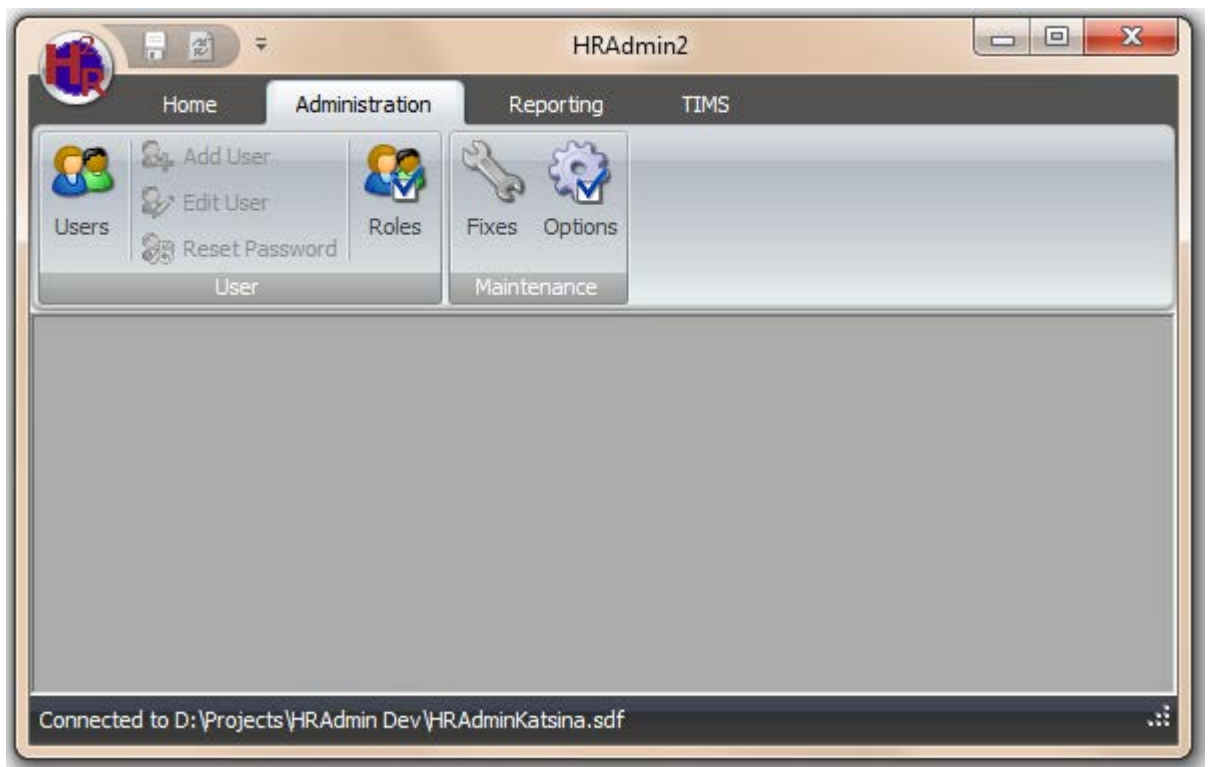
You are now ready to start using the HRAdmin2 for data entry, data maintenance and reporting.

3.4 Adding Users to the HRAdmin system (Managers)

To "Add" or "Edit" Users the logged in person needs to be a Manager or an Administrator of the System

Step 1:

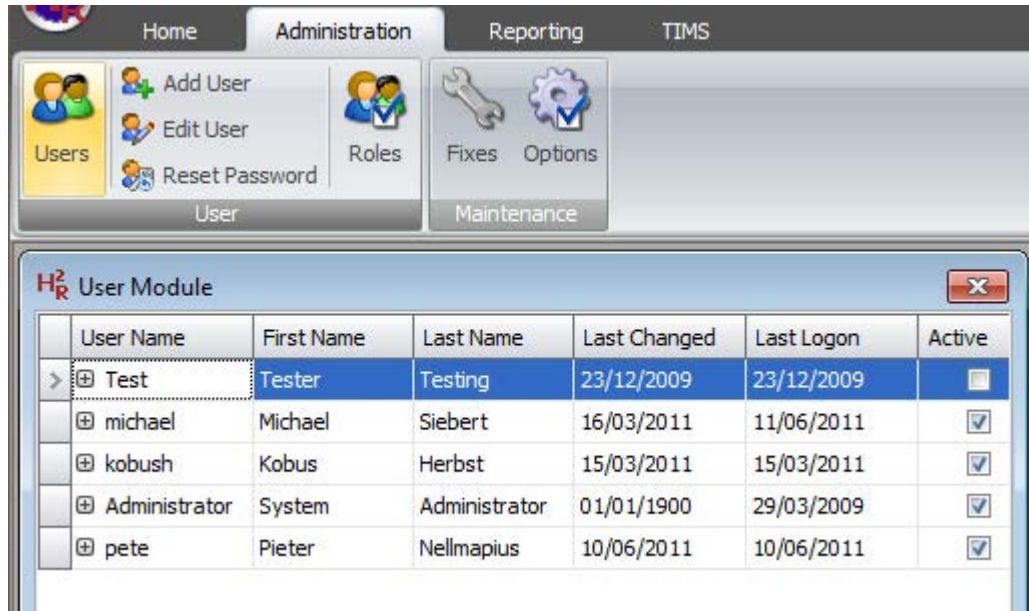
To edit the "Users" we have to start by looking at our main window. Make sure the "Administration" tab is selected by clicking it once with a single left click of the mouse. See screen clipping 1 below.



Screen clipping 1: Step 1 Adding Users to the HRAdmin system

Step 2:

Hold your mouse cursor over the "Users" icon in the "User" console and click on it once with a single left mouse click. A window with a list of user names will appear. See screen clipping 2 below.



Screen clipping 2: Step 2 Adding Users to the HRAdmin system

Step 3:

Hold your mouse cursor over the "Add User" icon in the "User" console and click on it once with a single left mouse click. See screen clipping 3 below.



Screen clipping 3: Step 3 Adding Users to the HRAdmin system

A window with a new blank user will appear. See screen clipping 4 below.

HRAdmin 2 Edit User

User Name:

First Name: Last Name:

☒ Account is Active Last Logon: 11/06/2011 01:28 PM

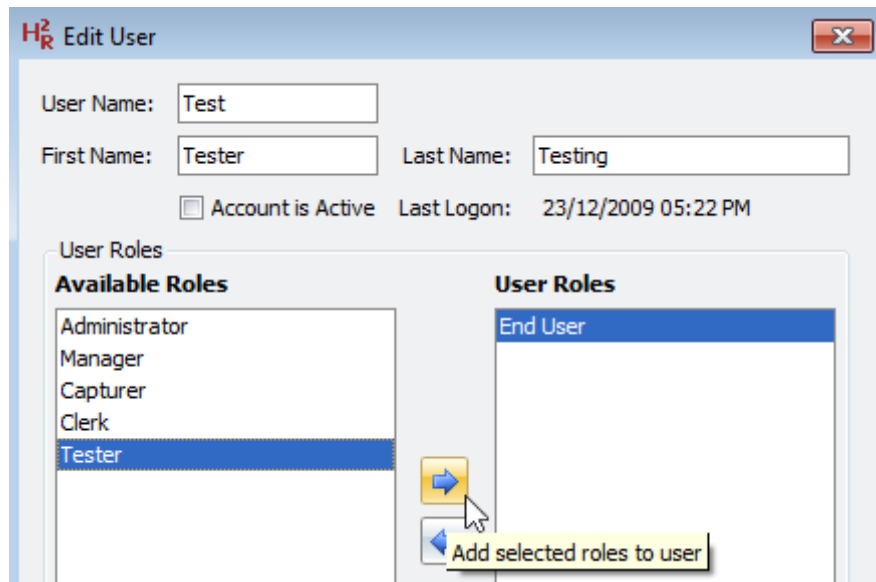
User Roles

Available Roles	User Roles
Administrator	
Manager	
End User	
Capturer	
Clerk	
Tester	

Screen clipping 4: Step 3 Adding Users to the HRAdmin system

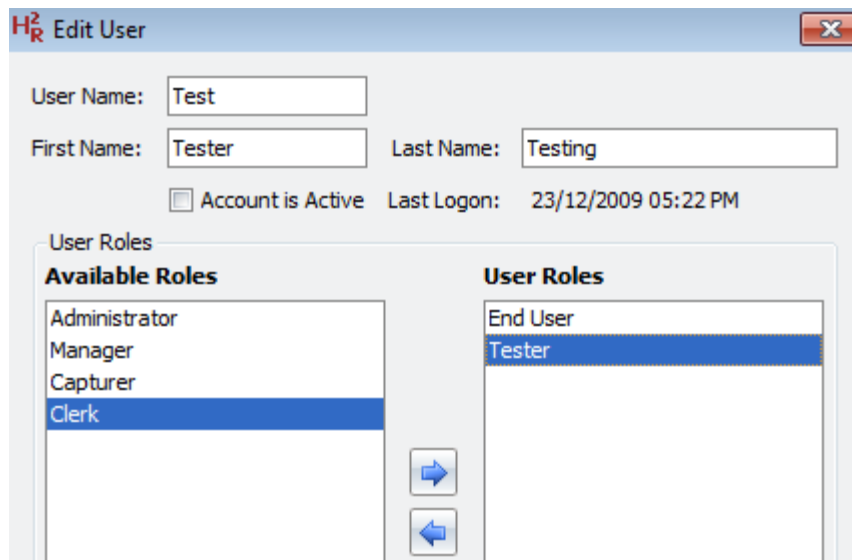
Step 4:

The User name fields can now be filled out and then “User Roles” must be assigned to the new user by selecting the Available Role needed and pressing the Right facing arrow. See screen clipping 5 below.



Screen clipping 5: Step 4 Adding Users to the HRAdmin system

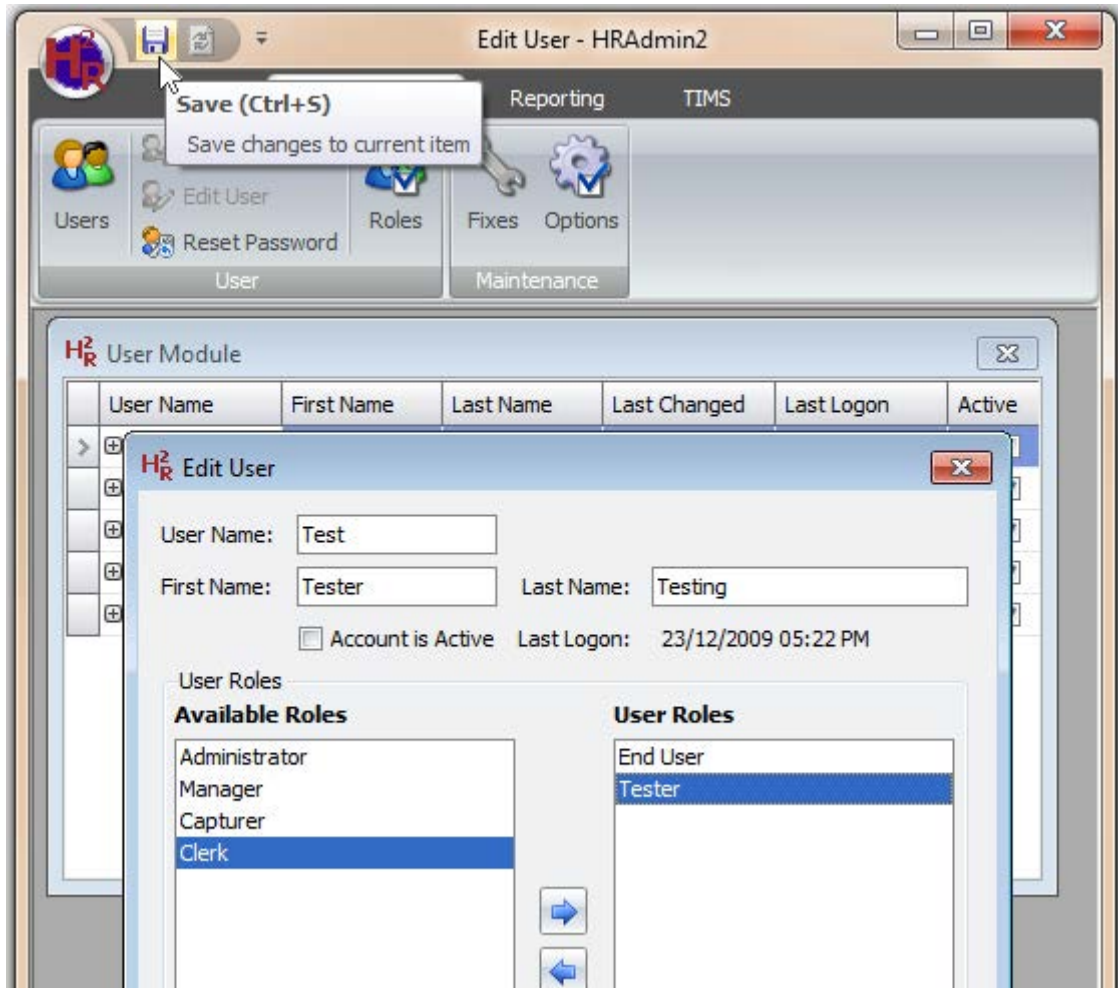
The result is shown in screen Clipping 6 below.



Screen clipping 6: Step 4 Adding Users to the HRAdmin system

Step 5:

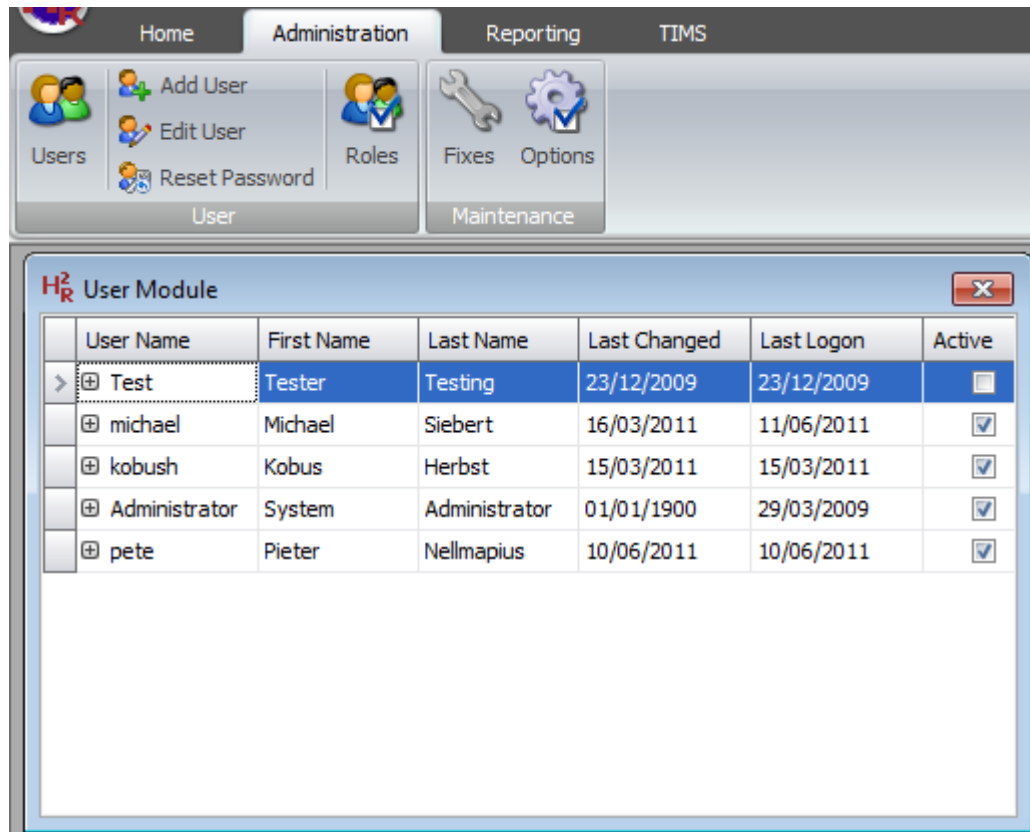
The User can now be saved by clicking the icon at the top left of the main window as shown in screen clipping 7 below.



Screen clipping 7: Step 5 Adding Users to the HRAdmin system

Step 6:

The Edit User window can now be closed by holding your mouse over the X at the top right corner of the "Edit User" window and clicking it once with a single left click of the mouse. This will hide the "Edit User" window. See screen clipping 8 below.



Screen clipping 8: Step 6 Adding Users to the HRAdmin system

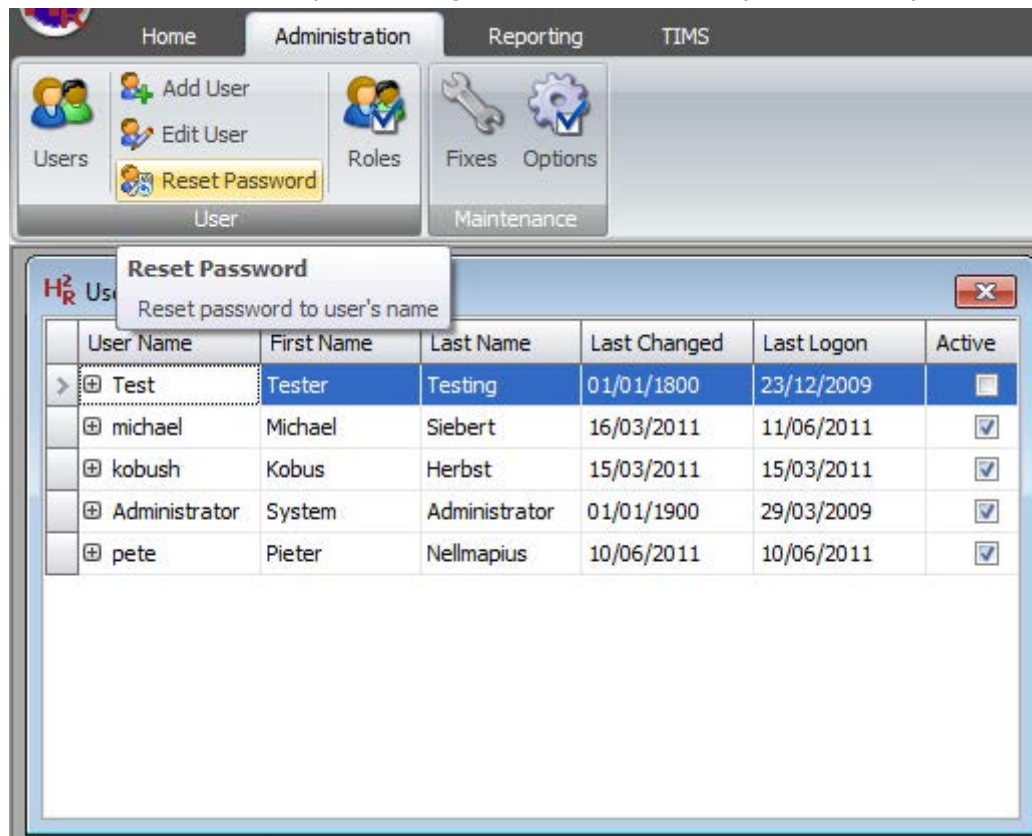
Step 7:

The last thing to do with the new user is reset the Users password by holding your mouse over the "Reset Password" icon in the "User" console and click on it once with a single left mouse click. See screen clipping 9 below.

The User's Password will now be set to the same as the User's name. In our example it will be set to "Test"

See screen clipping 9 below.

Note: Make sure you have selected the correct User before clicking on the "Reset Password" icon as the password gets reset immediately without any confirmation.



Screen clipping 9: Step 7 Adding Users to the HRAAdmin system

3.5 Import Database

To Import a database into the master database this option can be used. This at present is very tricky so must be done by expert users only.

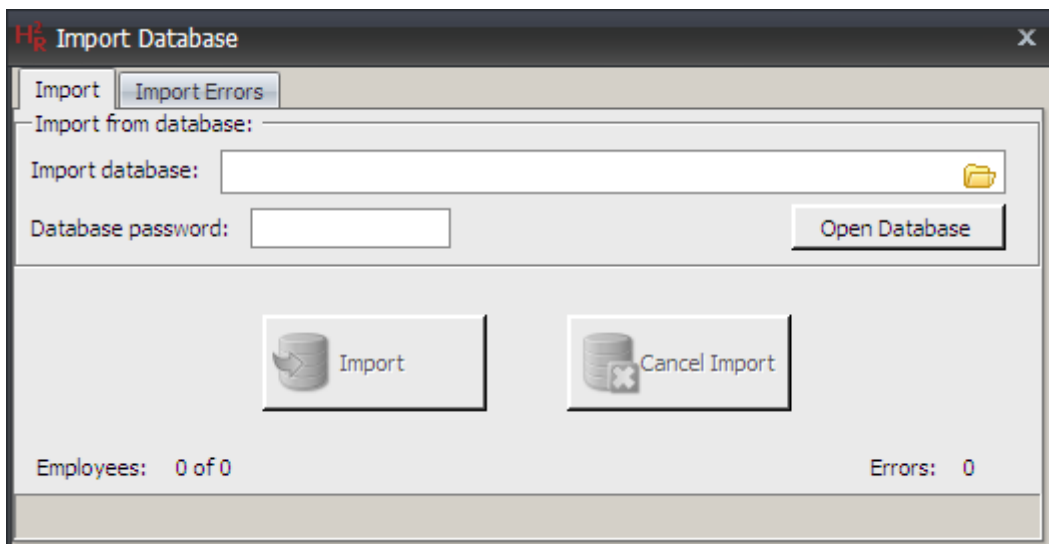
Step 1

Select the Administration tab and then click the Import Database Icon. See clipping 1 below.



Screen clipping 1: Step 1 Import Database

This will show the Import Database screen as shown in screen clipping 2 below.



Screen clipping 2: Step 1 Import Database

Step 2

In this window click on the folder icon to the right of the white space which is right of "Import Database". This will open your normal windows explorer with the window heading "Open Database to Import". Go to the folder where the HRIS database was saved select your HRIS database by clicking on it once. See screen clipping 2 above.

Step 3:

Click in the block next to "Database Password" and type in the database password. Your administrator should have this password. See screen clipping 2 above.

Step 4:

After you have entered your password click the "Open Database" button. This will open up the database and if successful the "Import Button" will be enabled. See screen clipping 2 above. See screen clipping 2 above.

The data from the just opened database will now be imported into the master database that is open.

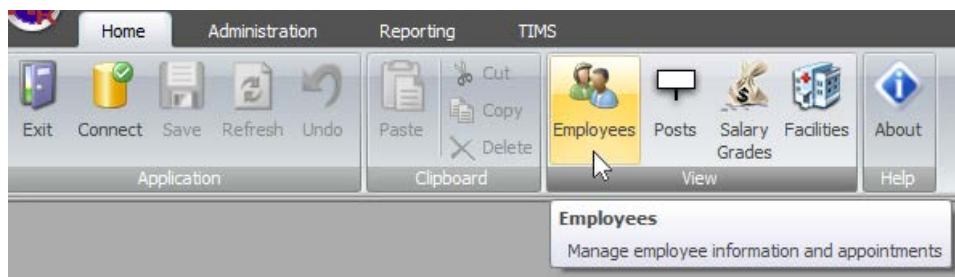
Any errors will be reported and this is where the advanced user is needed to solve the errors indicated.

4. Employee Data Administration

4.1 Finding an employee on the database

Step 1:

Take the following steps to find our employee in our database. First we have to click on the "Employees" icon in the "View" console with one left click of the mouse button. See screen clipping 1.



Screen clipping 1: Step 1 Finding an employee on the database

Step 2:

Once we have followed step 1 the "Employees" window will open. it has 2 tab headings; "Find" and "Employee". You have to ensure that you are looking at the "Find" window. See screen clipping 2.

 This screenshot shows the 'Employees' window with the 'Employee' tab selected in the top bar. The window has a toolbar with 'Undo', 'Find', 'Edit', 'Save', 'Add', and 'Delete' buttons. Below the toolbar, there are two tabs: 'Find' (active) and 'Employee'. The 'Find' tab contains search criteria for 'Employee' and 'Appointment'. The 'Employee' section includes checkboxes for 'Number', 'Surname', 'First Name', and 'Sex' (set to 'Female'), along with 'Date of Birth' fields for Year, Month, and Day. The 'Appointment' section includes checkboxes for 'Current Appointment' (selected), 'Type' (set to 'Casual'), 'Post' (set to 'Undefined'), and 'Facility' (set to 'Abasawa Dispensary'). At the bottom, there is a table with columns: EmployeeNr, Surname, FirstName, SecondName, Sex, and DoB.

Screen clipping 2: Step 2 Finding an employee on the database

Any of the following Criteria can be used to find our employee.

1. Employee Number
2. Surname
3. First Name
4. Sex
5. Year, month or day of birth

We can also filter the employees by the following appointment criteria

1. A current Appointment or someone who has not yet been appointed to a post
2. Appointment Type
3. Post
4. Facility

Step 3:

The example described below is one way of finding an employee.

In order to find our employee on the database we are going to enter the employees name in the 3rd box from the top. This box is called "First name". Hold your mouse over the white square just before the title "First name" and left click over the white block. The grey box to the right of "First name" will now turn white and the cursor will automatically start flashing in this white box. We can now type our employees name in this box. See screen clipping 3. To start the search process press the "Enter" button on the keyboard once or click the Find button as shown in the screen clipping below.



Once the computer has found all the employees on the database with the name you have entered, they will be displayed at the bottom half of the screen.

HRAdmin 2 – User Manual

Find Employee

☐ Number Date of Birth
☐ Surname ☐ Year
☒ First Name ☐ Month
☐ Sex ☐ Day

☐ ☒ Current Appointment ☐ No Current
☐ Type
☐ Post
☐ Facility

EmployeeNr	Surname	FirstName	SecondName	Sex	DoB
20004	Ahmed	Abdulhadi		Male	23/08/1978
20029	Danauta	Abdulkarim		Male	17/10/1964
20053	Badamasi	Abdumumini		Male	09/02/1964
20150	Haru	Abdulsalam		Male	02/09/1962
20154	Musa	Abdulrahman		Male	05/05/1970

Screen clipping 3: Step 3 Finding an employee on the database

Step 4:

Select the Employee you want.

See screen clipping 4.

☒ First Name ☐ Month
☐ Sex ☐ Day

☐ Post
☐ Facility

EmployeeNr	Surname	FirstName	SecondName	Sex
20004	Ahmed	Abdulhadi		Male
20029	Danauta	Abdulkarim		Male
20053	Badamasi	Abdumumini		Male
20150	Haru	Abdulsalam		Male
20154	Musa	Abdulrahman		Male

Screen clipping 4: Step 4 Selection an employee from the list

Step 5:

The last step is to click on the "Employee" tab once with the left mouse button to start working with data relating to your employee. See screen clipping 5.

The screenshot shows the 'Employees - HRAdmin2' window. The 'Employee' tab is selected. The 'Find Employee' section displays the following information:

- Personal Subhead Number (PSN): 0996
- Employee Nr: 40818
- Title: Mr
- First Name: Usman
- Second Name: Mohammed
- Initials: UM
- Surname: Nguru
- Sex: Male
- DoB: 06/06/1975
- Nationality: Nigerian
- Languages: English/ Fulani/ Hausa
- Current Promotion Date:
- ☐ Disabled
- Disability:
- Open File Number:
- First Appointment Date:
- Phone Number:
- Original LGA: [EditValue is null]
- Notes:

Below the form are four tabs: 'Current Appointment', 'Previous Appointments', 'Placement', and 'Career Development'. The 'Current Appointment' tab is active, showing the following details:

- Appointment ID: 818
- Appointment Type: Permanent
- Status: Current
- Appointment From Date: 01/07/2002
- Post: Junior Community Health Extension Worker
- Salary Grade: Level 5
- Notch: 8
- Salary: 208 335
- Facility: Dapchi General Hospital
- Modified On: 14/06/2012
- Modified By: mliman
- Notes:

Screen clipping 5: Step 5 Finding an employee on the database

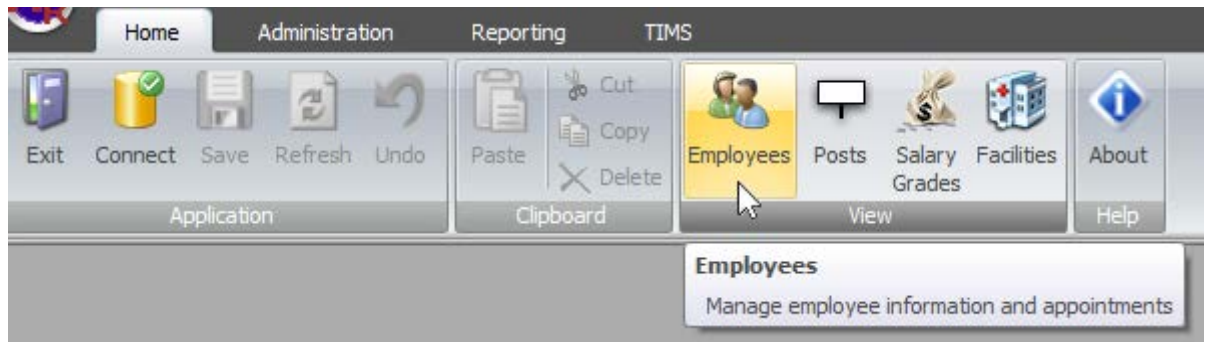
After you have changed, added or removed data from this employee and now wish to work on another employee's profile, you have to hold your mouse over the "Find" tab and left click it once with your left mouse button. You will find yourself back at the original window where you found your first employee.

Remember to clear any fields you used to search for your employee. In our case the name "Abdul" must be cleared.

4.2 Adding a new employee

Step 1:

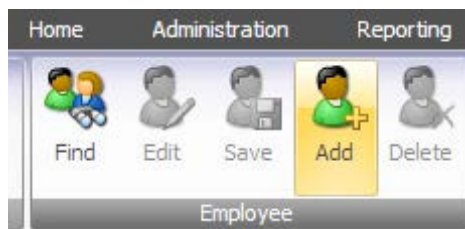
Looking at the main console, select the "Employees" icon within the "View" console by left clicking it once with your mouse. See screen clipping 1.



Screen clipping 1: Step 1 Adding a new employee

Step 2:

When the new window opens, select the "Add" icon within the "Employee" console at the top left of the screen by left clicking it once with your mouse. See screen clipping 2.



Screen clipping 2: Step 2 Adding a new employee

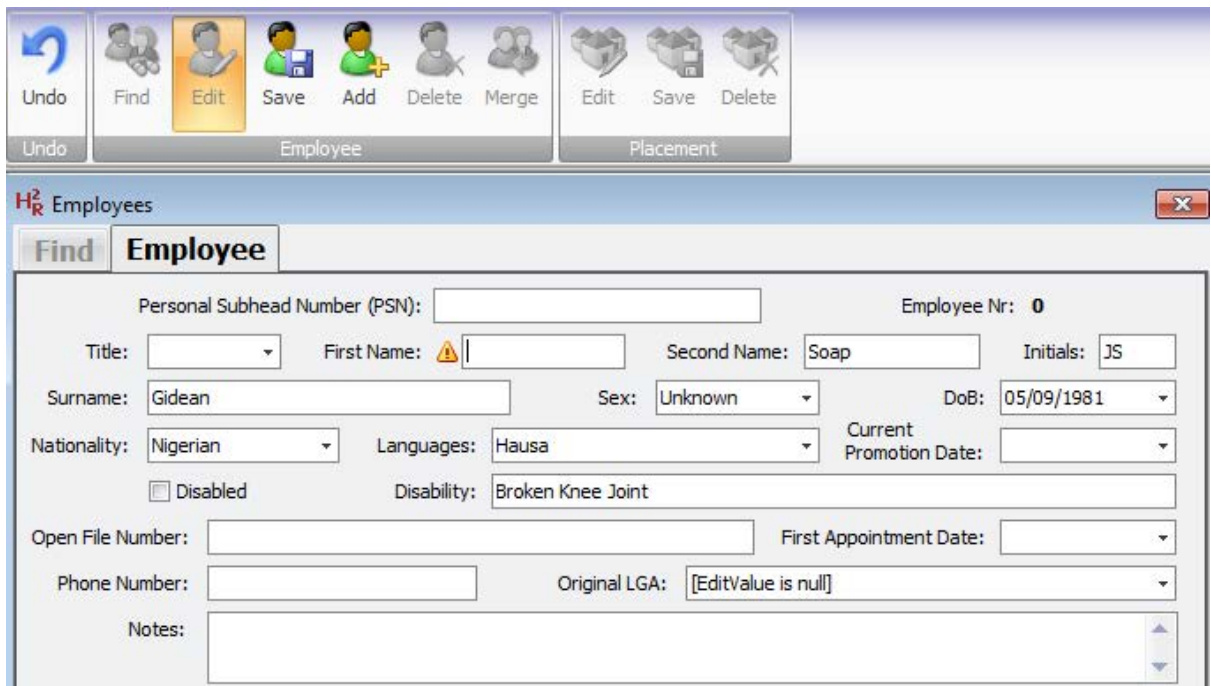
Step 3:

The new window that has just opened is divided into 2 screens. We have to enter all the relevant data into the top half first. See screen clipping 3. Should a data field be left blank where data is required, a little yellow triangle with a red exclamation mark will appear. As an example, the employee created has had his first name left out. See screen clipping 4. This data field is mandatory and must be added.

Note: It is very important to enter the correct “First Name” and “Surname” here. This is to ensure that the correct person can be found when searching for an employee.

The screenshot displays the 'HRAdmin 2' software interface. At the top, there is a navigation bar with tabs: Home, Administration, Reporting, TMS, and Employee. Below this is a toolbar with icons for Undo, Find, Edit, Save, Add, Delete, Merge, and Placement. The main window is titled 'HR Employees' and has a sub-header 'Add' with the text 'Add a new employee record'. The form is divided into two main sections. The top section contains fields for: Personal Subhead Number (PSN), Employee Nr (0), Title (dropdown), First Name (text field), Second Name (text field), Initials (text field), Surname (text field), Sex (Unknown dropdown), DoB (text field), Nationality (Nigerian dropdown), Languages (Hausa dropdown), Current Promotion Date (text field), Disabled (checkbox), Disability (text field), Open File Number (text field), First Appointment Date (text field), Phone Number (text field), Original LGA (EditValue is null dropdown), and Notes (text area). The bottom section has four tabs: Current Appointment, Previous Appointments, Placement, and Career Development. The Placement tab is selected, showing fields for: Previous Post (text field), Previous Salary Grade (text field), Facility Choice 1, 2, and 3 (text fields), Post Option 1, 2, and 3 (text fields), and checkboxes for Redeployable, Retrainable, Post Convertable, and Supervisor. A Subordinates dropdown is also present.

Screen clipping 3: Adding a new employee



H²R Employees

Find Employee

Personal Subhead Number (PSN): Employee Nr: **0**

Title: First Name: Second Name: Initials:

Surname: Sex: DoB:

Nationality: Languages: Current Promotion Date:

☐ Disabled Disability:

Open File Number: First Appointment Date:

Phone Number: Original LGA:

Notes:

Screen clipping 4: Step 3 Adding a new employee

Step 4:

Once all the information has entered, click on the "Save" tab within the "Employee" console by left clicking once with your mouse. See screen clipping 5.



Screen clipping 5: Step 4 Adding a new employee

Step 5:

Should you have left any important data fields blank that require data and attempt to save the employee or should you have entered the data incorrectly, you will experience the following error message, informing you where the data was incorrectly captured and what the fault currently is, allowing you to correct the captured data. See screen clipping 6.

The screenshot shows the 'Find Employee' form in HRAdmin 2. The form contains various fields for employee information, including Personal Subhead Number (PSN), Employee Nr, Title, First Name, Second Name, Initials, Surname, Sex, DoB, Nationality, Languages, Current Promotion Date, Open File Number, First Appointment Date, Phone Number, and Original LGA. A validation error message is displayed in a dialog box titled 'Validation Results'. The message states: 'Invalid data, see validation results' and 'Disability : Disability cannot be specified if the employee is not disabled.' The 'Disability' field is highlighted in blue. The 'Disability' field is currently set to 'Broken Knee Joint'.

Screen clipping 6: Step 5 Adding a new employee

Step 6:

Click on "Ok" with the left mouse button and enter the required data in the required data field.

Step 7:

Once all the required data fields have been completed, click on the "Save" tab to save the data you have just captured.

Step 8:

Once you have clicked the "Save" icon the data fields will turn from white to grey and you will not be able to change the data anymore.

4.3 Editing an employee's record

If you need to change data on an employee's record, you can do this by following the steps listed below;

Step 1:

To edit an employee's record, we first have to find our employee on our database. Follow the steps as shown in **4.1 Finding an Employee on the Database** Steps 1 to 5. In our example we are finding an employee named Gideon Jacobus Joubert.

Step 2:

We are now looking at a new window. See screen clipping 1. Notice that all the data fields are grey. To start editing the data click on the "Edit" icon in the "Employee" console with one left click of the mouse. See screen clipping 2. Notice that all the data fields have turned white. Now that the data fields are white, we will be allowed to edit the data in these areas.

The screenshot displays the HRAdmin 2 software interface. At the top, there is a navigation bar with tabs: Home, Administration, Reporting, TMS, and Employee (which is currently selected). Below the navigation bar is a toolbar with icons for various actions: Undo, Find, Edit, Save, Add, Delete, Merge, Edit, Save, Add, Terminate, and Delete. The main window is titled 'H²R Employees' and has a sub-header 'Edit' with a tooltip that says 'Enable changes to current employee information'. The 'Find' tab is active, showing a list of employee records. The selected record is for 'Usman Mohammed' with Employee Nr: 40818. The record details are as follows:

Personal Subhead Number (PSN):	0996			Employee Nr:	40818
Title:	Mr	First Name:	Usman	Second Name:	Mohammed
Surname:	Nguru	Sex:	Male	DoB:	06/06/1975
Nationality:	Nigerian	Languages:	English/ Fulani/ Hausa	Current Promotion Date:	
<input type="checkbox"/> Disabled	Disability:				
Open File Number:		First Appointment Date:			
Phone Number:		Original LGA:	[EditValue is null]		
Notes:					

Below the record details, there are four tabs: 'Current Appointment', 'Previous Appointments', 'Placement', and 'Career Development'. The 'Current Appointment' tab is active, showing the following details:

Appointment ID:	818	Appointment Type:	Permanent	Status:	Current
Appointment From Date:		01/07/2002			
Post:	Junior Community Health Extension Worker				
Salary Grade:	Level 5	Notch:	8	Salary:	208 335
Facility:	Dapchi General Hospital	Modified On:	14/06/2012	mliman	
Notes:					

Screen clipping 1: Step 2 Editing an employee's record

The screenshot shows the HRAdmin 2 software interface. At the top, there is a toolbar with icons for 'Undo', 'Find', 'Edit' (highlighted in orange), 'Save', 'Add', 'Delete', 'Merge', 'Edit', 'Save', and 'Delete'. Below the toolbar, there are two tabs: 'Employee' and 'Placement'. The 'Employee' tab is active, and the 'Find' button is also active. The main form displays the following information:

Personal Subhead Number (PSN): 0996		Employee Nr: 40818	
Title: Mr	First Name: Usman	Second Name: Mohammed	Initials: UM
Surname: Nguru	Sex: Male	DoB: 06/06/1975	
Nationality: Nigerian	Languages: English/ Fulani/ Hausa	Current Promotion Date:	
<input type="checkbox"/> Disabled	Disability:		
Open File Number:	First Appointment Date:		
Phone Number:	Original LGA: [EditValue is null]		
Notes:			

Screen clipping 2: Step 2 Editing an employee's record

Please note:

When you select this option it is to edit the employee's personal record only which can be found in the top half of the screen, not the employee's appointment, placement or career development in the bottom half of the screen. We will be dealing with the editing of an employee's appointment, placement or career development in a later chapter.

Step 3:

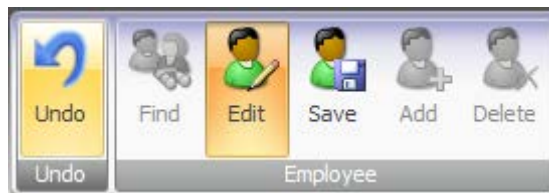
To edit your employee's data record, click with one left click of the mouse in any of the white data fields and change the data. I have added a disability to my employee and noted the type of disability. See screen clipping 3. Once you have completed all the editing and want to finalize the record, hold your mouse over the "Save" icon in the "Employee" console and left click it once with your mouse. See screen clipping 4. At any time before saving the changes you can clear all the changes you have made by clicking the "Undo" icon in the "Undo" console to reverse and remove all editing that you have done, see screen clipping 5

Personal Subhead Number (PSN): 0996		Employee Nr: 40818	
Title: Mr	First Name: Usman	Second Name: Mohammed	Initials: UM
Surname: Nguru		Sex: Male	DoB: 06/06/1975
Nationality: Nigerian	Languages: English/Fulani/Hausa	Current Promotion Date:	
<input type="checkbox"/> Disabled	Disability:		
Open File Number:	First Appointment Date:		
Phone Number:	Original LGA: [EditValue is null]		
Notes:			

Screen clipping 3: Step 3 Editing an employee's record



Screen clipping 4: Step 3 Editing an employee's record



Screen clipping 5: Undo changes made so far

4.4 Deleting an employee

Should you wish to remove an employee's record permanently from the database, you will have to follow the following steps;

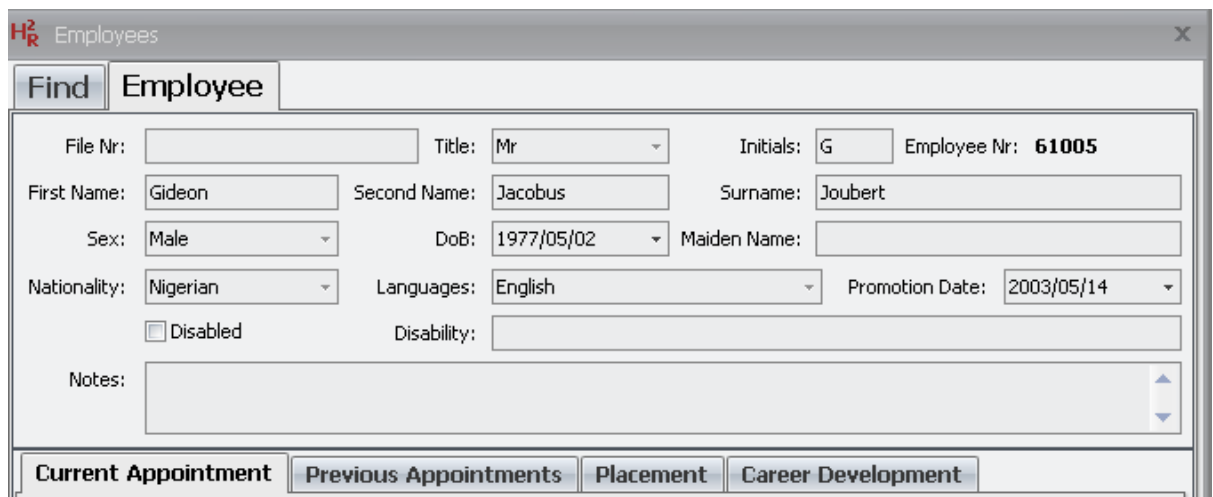
Step 1:

To edit an employee's record, we first have to find our employee on our database. Follow the steps as shown in **4.1 Finding an Employee on the Database** Steps 1 to 5.

In our example we are finding an employee named Gideon Jacobus Joubert.

Step 2:

We are now looking at a new window in which we will find the employee record we wish to delete. See screen clipping 1. To now delete the record we are looking at, click on the "Delete" icon in the "Employee" tab at the top with a single left click of your mouse. See screen clipping 2.



Screen clipping 1: Step 2 Deleting an employee



Screen clipping 2: Step 3 Deleting an employee

Step 3:

Once you have done this a message will appear in the middle of the screen. The message will be titled "Confirm" and it serves to warn you that once you select "Yes" to delete the record, the action will be final and cannot be reversed. Have a look at the screen clipping 3 below for an example of the "Confirm" warning dialog.

The screenshot shows the 'HR Admin 2 Employees' window. The 'Find Employee' tab is active. The employee record for Employee Nr: 21154 is displayed. A 'Confirm' dialog box is overlaid on the record, asking: 'Are you sure you wish to delete all the employee information? The deletion cannot be undone.' with 'Yes' and 'No' buttons. The background form contains the following data:

Personal Subhead Number (PSN):		Employee Nr: 21154	
Title: Mr	First Name: Nafi'u	Second Name:	Initials: NH
Surname: Hassan	Sex: Male	DoB: 05/02/1974	
Nationality: Nigerian			
<input type="checkbox"/> Disabled			
Open File Number:			
Phone Number:			
Notes:	No PSN No File Number		

Below the personal information, there are tabs for 'Current Appointment', 'Previous Appointments', 'Placement', and 'Career Development'. The 'Current Appointment' tab is selected, showing:

Appointment ID: 7303	Appointment Type: Permanent	Status: Current
Appointment From Date: 23/06/2012		
Post: Watchman, I		
Salary Grade: Level 2	Notch: 1	Salary: 110 221
Facility: Malumfashi Hospital	Modified On: 23/06/2012	michael
Notes:		

Screen clipping 3: Step3 Deleting an employee

Step 4:

If you are sure that you want to delete this record, press "Yes" with a single left click of the mouse to complete the process. But if you are not sure that you want to delete this record, press the "No" button to cancel the entire delete process.

Your "Employee record" once deleted will now be gone permanently.

5. Appointment Data Administration

5.1 Adding a new appointment to a current employee

In this chapter we are going to add a new appointment to an employee who is currently on our database.

Step 1:

To edit an employee's record, we first have to find our employee on our database. Follow the steps as shown in **4.1 Finding an Employee on the Database** Steps 1 to 5.

Step 2:

Once we have our employee record open, click on the "Add" button in the "Appointment" console at the top middle of the screen with a single left click of the mouse button. See screen clipping 1



Screen clipping 1: Step 2 Adding a new appointment to a current employee

Step 3:

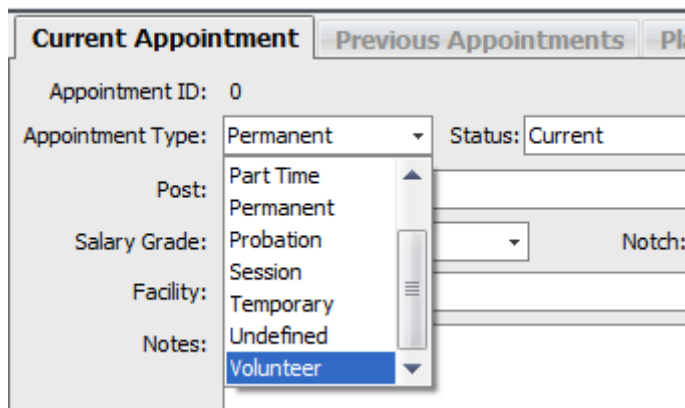
Once we click "Add" notice how all the data fields change colour from grey to white. The white data field means that this area may now be edited. We may now add data to these fields. See the white data fields in the screen clipping 2 below. We may now add an Appointment type, Status, From (The date the Appointment starts), Post, Salary grade, Notch, Facility and Notes.

Current Appointment				Previous Appointments	Placement	Career Development
Appointment ID: 0						
Appointment Type:	Permanent	Status:	Current	From:	2010/05/25	
Post:	Undefined					
Salary Grade:	Unknown level	Notch:	0	Salary:		
Facility:	Unknown Level 1 unit			Modified On:	2010/05/25	michael
Notes:	<div></div>					

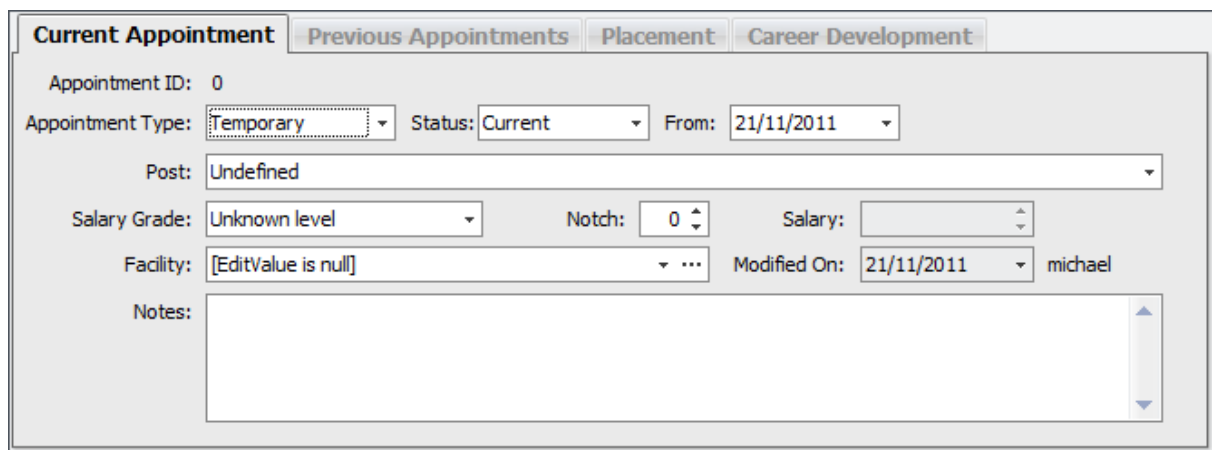
Screen clipping 2: Step 3 Adding a new appointment to a current employee

Step 4:

To add data to the data field "Appointment Type" we have to move our mouse over the upside down black triangle and click it once with a single click of our mouse button. Once we have clicked on this black triangle we will be given the option of 8 different choices starting with Casual, Contract, Part Time, Permanent, Probation, Session, Temporary, Undefined or Volunteer. Hold the mouse over your appointment type so that your choice may be highlighted in blue, see screen clipping 3 below. Once you have decided on your appointment type, click it once with a single left click of your mouse. Your choice will now be shown in the white data field. See screen clipping 4 below. This employee has an "Appointment Type" of a Volunteer.



Screen clipping 3: Step 4 Adding a new appointment to a current employee

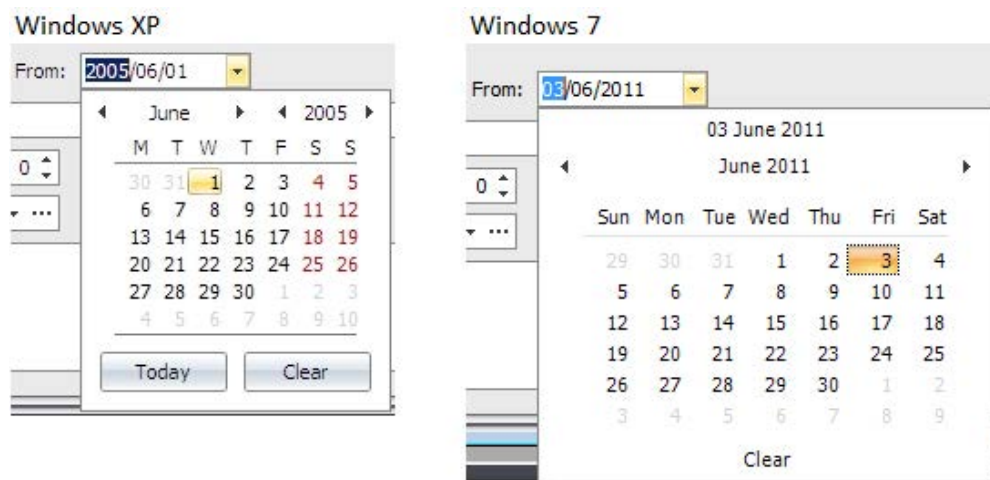


Screen clipping 4: Step 4 Adding a new appointment to a current employee

Step 5:

All white data field's data may be changed this way. Now we need to change the date of the appointment. Hold the mouse over the upside down black triangle to the right of the word "From:" and left click it once with your mouse button. A calendar will appear. See screen clipping 5 below which shows two calendars, depending which operating system is used. The description that follows is for Windows XP. With the month in the top left corner, the year in the top right corner, the day to day calendar in the centre, a button titled "Today" in the bottom left corner and a button titled "Clear" in the bottom right corner. Should the employees appointment be from today onwards, we may press the "Today" button in the bottom left corner by holding our mouse over the button and pressing it with a single left click of our mouse. Should the appointment month be different from the current month displayed, we should go to the previous month by clicking on the triangle in front of the month or we should go a month in advance click on the triangle behind the month. The same rule applies to changing the appointment "Year" button found in the top right corner. See screen clipping 8 for a change in day, month and year.

Windows Vista and Windows 7 use different methods of selecting month and year selections.



Screen clipping 5: Step 5 Adding a new appointment to a current employee

Step 6:

You may add other data in the "Notes" data field at the bottom of the screen. See screen clipping 6.

The screenshot displays a form for adding a new appointment. The fields are as follows:

Appointment Type:	Volunteer	Status:	Promoted	From:	2009/02/10
Post:	Technical Officer (Engineering), Chief				
Salary Grade:	Level 1	Notch:	1	Salary:	
Facility:	Bungudu Ward	Modified On:	2010		
Notes:	Very hard worker, needs another promotion soon.				

Screen clipping 6: Step 6 Adding a new appointment to a current employee

Step 7:

Once you have filled all the data fields with the data required, your "Current Appointment" sheet should look similar to the screen clipping 7 below.

Current Appointment Previous Appointments Placement Career Development

Appointment ID: 0

Appointment Type: Volunteer Status: Promoted From: 2009/02/10 To: 2010/05/25

Post: Technical Officer (Engineering), Chief

Salary Grade: Level 1 Notch: 1 Salary: 120,876

Facility: Bungudu Ward Modified On: 2010/05/25 michael

Notes: Very hard worker, needs another promotion soon.

Screen clipping 7: Step 7 Adding a new appointment to a current employee

Step 8:

The final step to be taken is to save all our captured data. We have to click on the "Save" icon in the "Appointment" console at the top of our screen with a single left click of our mouse. See screen clipping 8.



Screen clipping 8: Step 8 Adding a new appointment to a current employee

Step 9:

Should you find that you have captured the employee's data incorrectly and have not clicked the save icon, you may click on the "Undo" icon in the "Undo" console at the top of the screen with a single left click of your mouse to undo all the work you have done. See screen clipping 9.



Screen clipping 9: Step 9 Adding a new appointment to a current employee

5.2 Editing an employee's appointment

In a previous chapter we looked how to go about editing an employee's personal details. Now we will look at how to go about editing an employee's appointment particulars.

Step 1:

To edit an employee's record, we first have to find our employee on our database. Follow the steps as shown in **4.1 Finding an Employee on the Database** Steps 1 to 5.

Step 2:

Once we have found our employee on the database, we need to click on the "Edit" icon in the "Appointment" console to the middle of the screen with a single click of our left mouse button. See screen clipping 1 below.



Screen clipping 1: Step 2 Editing an employee's appointment

Step 3:

Once we have done this, the data fields at the bottom of the screen will change from grey to white. This is an indication that the data in these areas may now be edited. See screen clipping 2 below.

The screenshot shows a web-based form for managing employee appointments. At the top, there are four tabs: 'Current Appointment' (active), 'Previous Appointments', 'Placement', and 'Career Development'. Below the tabs, the form displays the following information:

- Appointment ID: 1007
- Appointment Type: Permanent (dropdown)
- Status: Current (dropdown)
- From: 2010/03/08 (dropdown)
- Post: Technical Assistant, II (dropdown)
- Salary Grade: Level 1 (dropdown)
- Notch: 1 (spinner)
- Salary: (empty field with up/down arrows)
- Facility: Zamfara (dropdown with ellipsis)
- Modified On: 2010/05/28 (dropdown)
- Modified By: michael
- Notes: (empty text area with a vertical scrollbar)

Screen clipping 2: Step 3 Editing an employee's appointment

Step 4:

Once you have completed all the editing you may complete the process by clicking once on the "Save" in the "Appointment" console at the top of the screen with your left mouse button. . See Screen clipping 3 below.



Screen clipping 3: Step 4 Editing an employee's appointment

All the white data fields will now turn from white to grey. See Screen clipping 4 below.

Current Appointment	Previous Appointments	Placement	Career Development
Appointment ID: 1007			
Appointment Type: Casual Status: Current From: 2010/03/08			
Post: Technical Assistant, II			
Salary Grade: Level 1		Notch: 1 Salary: 	
Facility: Zamfara		Modified On: 2010/05/28 michael	
Notes: <div style="border: 1px solid black; height: 40px; width: 100%;"></div>			

Screen clipping 4: Step 4 Editing an employee's appointment

5.3 Terminating an employee's appointment

The following steps should be taken when you would like to terminate an employee's appointment.

Step 1:

To edit an employee's record, we first have to find our employee on our database. Follow the steps as shown in **4.1 Finding an Employee on the Database** Steps 1 to 5.

Step 2:

Once we have our employee record open, make sure the "Current Appointment" tab is selected. If it is not selected then click on the "Current Appointment" tab once with the left mouse button See screen clipping 1.

The screenshot displays the HRAdmin 2 software interface. At the top, there is a 'Find Employee' tab. Below it, a form contains various fields for employee information: Personal Subhead Number (PSN), Employee Nr (21154), Title (Mr), First Name (Nafi'u), Second Name, Initials (NH), Surname (Hassan), Sex (Male), DoB (05/02/1974), Nationality (Nigerian), Languages (Hausa), Current Promotion Date, Disabled checkbox, Disability, Open File Number, First Appointment Date (22/02/2012), Phone Number, Original LGA (Malumfashi LGA), and Notes (No PSN, No File Number). Below this form, there are four tabs: 'Current Appointment', 'Previous Appointments', 'Placement', and 'Career Development'. The 'Current Appointment' tab is selected, showing details for Appointment ID 7303, Appointment Type Permanent, Status Current, Appointment From Date 23/06/2012, Post Watchman, I, Salary Grade Level 2, Notch 1, Salary 110 221, Facility Malumfashi Hospital, Modified On 23/06/2012 by michael, and a Notes field.

Screen clipping 1: Step 2 Terminating an employee's appointment

Step 3:

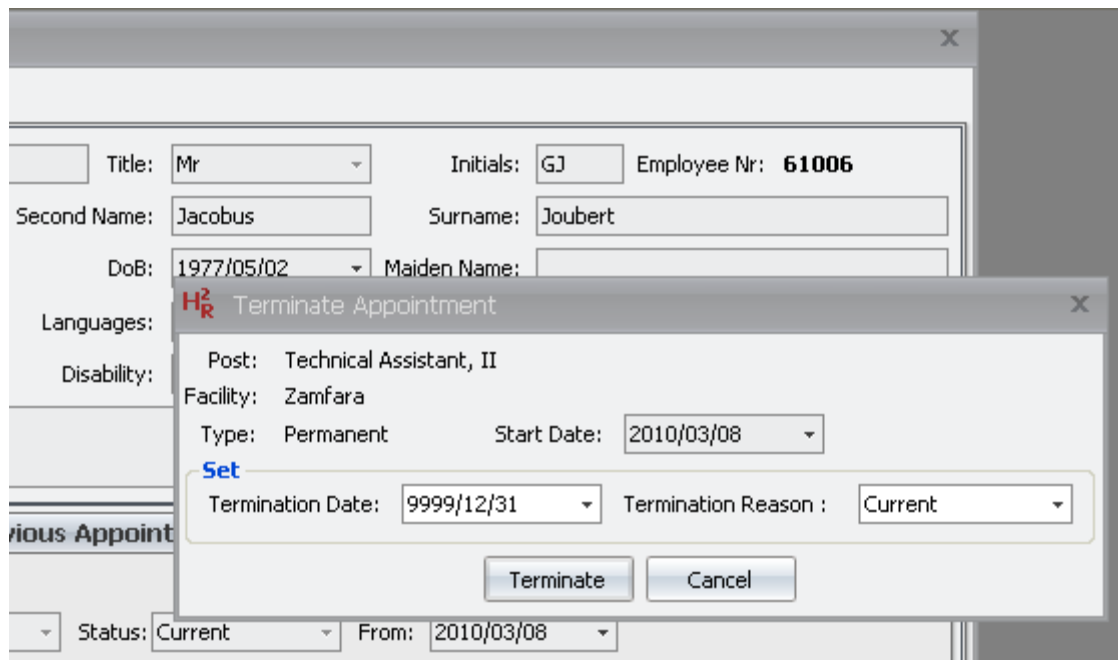
Now you can click on the "Terminate" icon in the "Appointment" console at the top middle of the screen with a single left click of the mouse. See screen clipping 2 below.



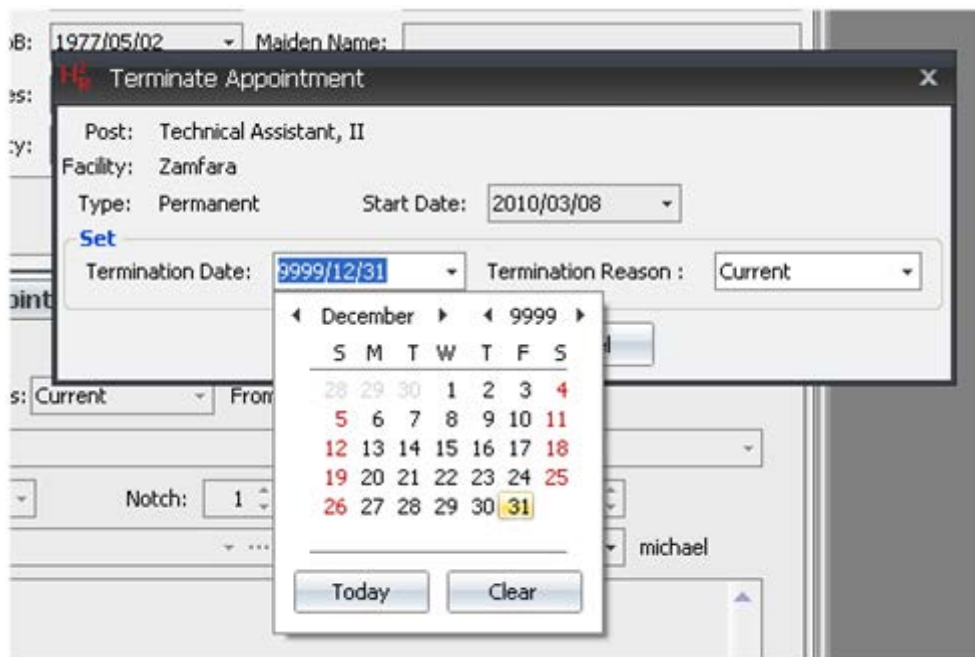
Screen clipping 2: Step 3 Terminating an employee's appointment

Step 4:

You will now find the "Terminate Appointment" menu appear in the middle of your screen. See screen clipping 3 below. You will now have to set the date of termination for your employee. Click on the upside down black triangle next to "termination Date:" to open the calendar. See screen clipping 4 below. To change the termination month, click once with the left mouse button of the black triangles on the left or right of the month. You can do the same with the year. To terminate the employees appointment right now, click on today with a single left click of the mouse.



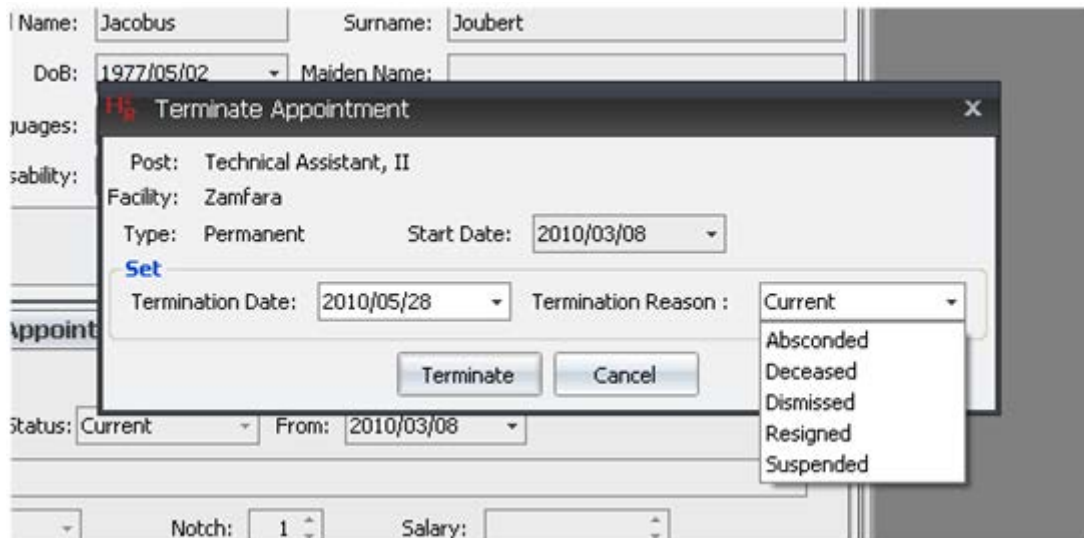
Screen clipping 3: Step 4 Terminating an employee's appointment



Screen clipping 4: Step 4 Terminating an employee's appointment

Step 5:

When you have completed the termination date you have to supply the termination reason. Click on the black upside down triangle next to "termination Reason:" to view the drop down menu. See screen clipping 5 below. Choose a termination reason and select it by clicking on it once with a single left mouse click. To complete the termination process, click on the "Terminate" button once with a single left click of the mouse button.



Screen clipping 5: step 5 Terminating an employee's appointment

Your employee's appointment has now been terminated.

6. Career Development Data Administration

6.1 Adding a career development for an employee

In this chapter we will add career development details for our employees in the following simple steps.

Step 1:

To edit an employee's record, we first have to find our employee on our database. Follow the steps as shown in **4.1 Finding an Employee on the Database** Steps 1 to 5.

Step 2:

Once we have our employee record open, make sure the "Career Development" tab is selected. If it is not selected then click on the "Career Development" tab once with the left mouse button See screen clipping 1 below.

The screenshot shows the HRAdmin 2 software interface. At the top, there is a navigation bar with tabs: Home, Administration, Reporting, TIMS, and Employee (selected). Below the navigation bar is a toolbar with icons for Undo, Find, Edit, Save, Add, Delete, Merge, and Career Development. The main window displays the 'Employee' record for Mrs. Murjanatu Musa. The 'Find' tab is selected, and the 'Employee' record is shown. The record includes the following details:

- Personal Subhead Number (PSN): 0001387
- Employee Nr: 21144
- Title: Mrs
- First Name: Murjanatu
- Second Name:
- Initials: MM
- Surname: Musa
- Sex: Female
- DoB: 02/10/1980
- Nationality: Nigerian
- Languages: English/ Hausa
- Current Promotion Date: 01/01/2007
- Open File Number: 11306
- First Appointment Date: 01/03/2001
- Phone Number: 08064423707/08027060637
- Original LGA: Malumfashi LGA
- Notes:

At the bottom of the window, there are tabs for 'Current Appointment', 'Previous Appointments', 'Placement', and 'Career Development' (selected). The 'Career Development' section shows a dropdown for 'Career Development Type' and a table with columns for 'Career Item', 'Date', and 'Remarks'.

Screen clipping 1: Step 2 Adding a career development for an employee

Step 3:

Note the bottom half of the screen now has a single white data field with a black open arrow pointing downwards. When we click on this black arrow once with a left mouse button we notice that there are 4 different types of "Career Development" listed as; Qualification, Course, Skill and Training. See screen clipping 2 below.

Current Appointment	Previous Appointments	Placement	Career Development
Career Development Type: <div style="display: inline-block; border: 1px solid black; padding: 2px;"> Qualification ▼ </div>			
<div style="border: 1px solid black; padding: 2px;"> Qualification Course Skill Training </div>	<div style="display: flex; justify-content: space-between;"> Date Remarks </div>		

Screen clipping 2: Step 3 Adding a career development for an employee

Let us select Qualification as the career type we want to add to our employee by clicking on the black arrow once, with the menu now open, hold your mouse over "Qualification" title and click once with your left mouse button.

Step 4:

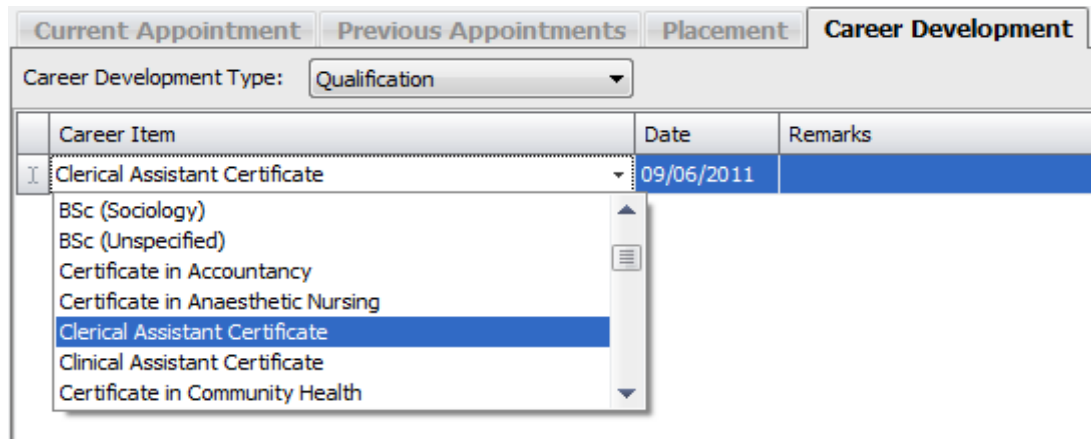
To add the selected "Career Development" which in our case is "Qualification" click once with a left button of your mouse on the "Add" icon in the "Career Development" console. See screen clipping 3.

The screenshot shows the HRAdmin 2 interface with the 'Employee' tab selected. The 'Career Development' console is visible, and the 'Add' button is highlighted. A tooltip 'Add Career Development Item' is shown next to the 'Add' button. The 'Find' button is also visible in the 'Employee' console.

Screen clipping 3: Step 4 Adding a career development

Step 5:

The bottom half of the screen has just changed, our employee has a "Blank space" in the white data field with the familiar black triangle next to it. Click on the black triangle once with a single left mouse click and notice that a menu opens with qualifications. See screen clipping 4 below. Once we have found our employee's applicable career item hold the mouse over the career and click the left mouse button once.



Current Appointment			Previous Appointments			Placement			Career Development		
Career Development Type: Qualification											
Career Item						Date		Remarks			
Clerical Assistant Certificate						09/06/2011					
BSc (Sociology)											
BSc (Unspecified)											
Certificate in Accountancy											
Certificate in Anaesthetic Nursing											
Clerical Assistant Certificate											
Clinical Assistant Certificate											
Certificate in Community Health											

See screen clipping 4: Step 5 Adding a career development for an employee

Step 6:

To add the date, move your mouse over the date next to the qualification and click it once with the left mouse button. The date will change colour from blue to white and we once again have our familiar black triangle next to it. You can now click on the black triangle to open our calendar. We can change the month and the year by clicking on the black arrows next to the month and the year. Once we have the correct month and year we can click on the date with a single left click of the mouse button.

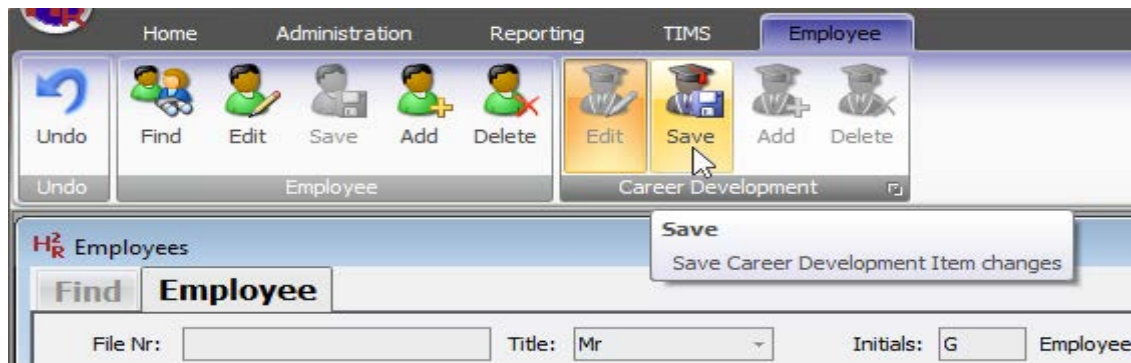
Step 7:

To add a remark, move your mouse over the blue area below the "Remarks" heading and click it once with the left mouse button. The Remark area will change colour from blue to white and the remark or comment can be typed into the white area.

Step 8:

Now that all the information is completed, we can click on the "Save" icon at the top of the screen in the "Career Development" console. Should we have entered incorrect data we can simply click on the "Undo" icon in the "Undo" console to remove all the information we have added. See screen clipping 5 below.

Note: The "Undo" icon can only be used before the "Save" icon is clicked.



Screen clipping 5: Step 8 Adding a career development for an employee

Step 9:

If there are more qualifications to add, click on the "Add" icon in the "Career development" console to do so and follow Step 4 to Step 9 to add more qualifications.

Note: We can also add Course, Skill and Training to our employee's record. See screen clipping 2 in Step 3. Select what development type you want to add then click the Add button as described in Step 4 and follow the instructions from there on through to Step 9.

6.2 Deleting a career development for an employee

If a career development item was added to an employee by mistake the following steps must be carried out to delete that entry.

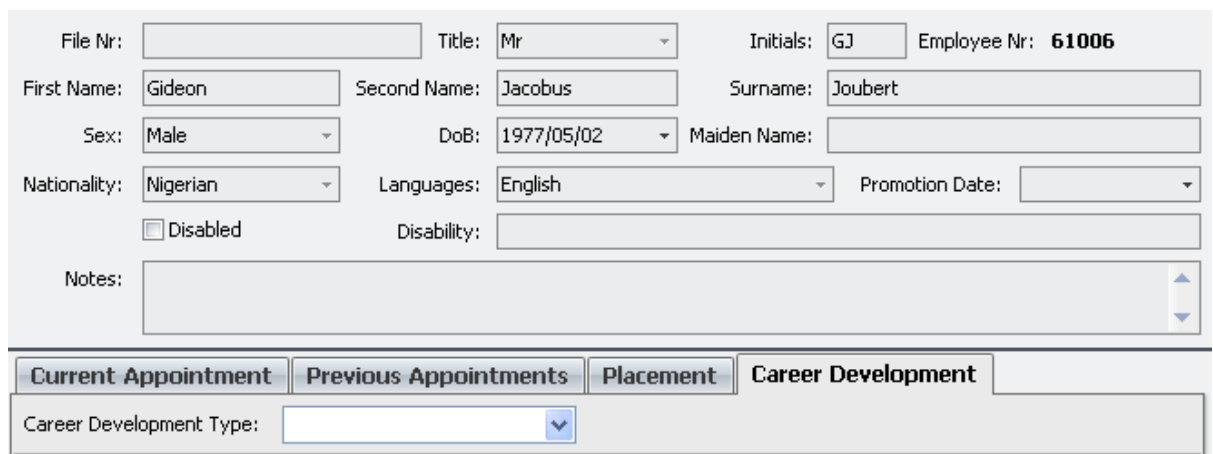
Step 1:

To delete an employee career development we first have to find our employee on our database.

Follow the steps as shown in **4.1 Finding an Employee on the Database** Steps 1 to 5.

Step 2:

To delete an employee career development click on the "Career Development" tab in the middle right of the screen with a single left click of the mouse. See screen clipping 1 below.



The screenshot shows a web-based form for employee management. At the top, there are fields for 'File Nr', 'Title' (Mr), 'Initials' (GJ), and 'Employee Nr' (61006). Below these are fields for 'First Name' (Gideon), 'Second Name' (Jacobus), and 'Surname' (Joubert). Further down are 'Sex' (Male), 'DoB' (1977/05/02), 'Maiden Name', 'Nationality' (Nigerian), 'Languages' (English), 'Promotion Date', and a 'Disabled' checkbox. A 'Notes' field is at the bottom. A tabbed interface at the bottom shows 'Current Appointment', 'Previous Appointments', 'Placement', and 'Career Development' (which is selected). Below the tabs is a 'Career Development Type' dropdown menu.

Screen clipping 1: Step 2 Deleting a career development for an employee

Step 3:

Note the bottom half of the screen now has a single white data field with a black open arrow pointing downwards. When we click on this black arrow once with a left mouse button we notice that there are 4 different types of "Career Development" listed as; Qualification, Course, Skill and Training. See screen clipping 2 below.

Current Appointment	Previous Appointments	Placement	Career Development
Career Development Type: Qualification ▼			
Career Item	Date	Remarks	
<div style="border: 1px solid black; padding: 2px;"> Qualification Course Skill Training </div>			

Screen clipping 2: Step 3 Deleting a career development for an employee

Step 4:

Let's select "Qualification" for our employee by clicking on the black arrow once with a single mouse click, with the menu now open hold your mouse over "Qualification" and notice that it is being highlighted. Notice now that the bottom of the screen has changed and it shows that our employee has 2 qualifications. See screen clipping 3 below.

Current Appointment	Previous Appointments	Placement	Career Development
Career Development Type: Qualification ▼			
Career Item	Date	Remarks	
Assistant Executive Officer (Admin) certificate	2010/05/30		
> Bachelor of Pharmacy	2010/05/30		

Screen clipping 3: Step 4 Deleting a career development for an employee

Step 5:

To select a qualification before deleting it, click on the specific qualification title with a single left click of the mouse button. Notice that once we have selected the "Qualification", the "Date" and "Remarks" data fields will be highlighted in blue. See screen clipping 4 below.

Current Appointment	Previous Appointments	Placement	Career Development
Career Development Type: Qualification ▼			
Career Item	Date	Remarks	
Assistant Executive Officer (Admin) certificate	2010/05/30		
> Bachelor of Pharmacy	2010/05/30		

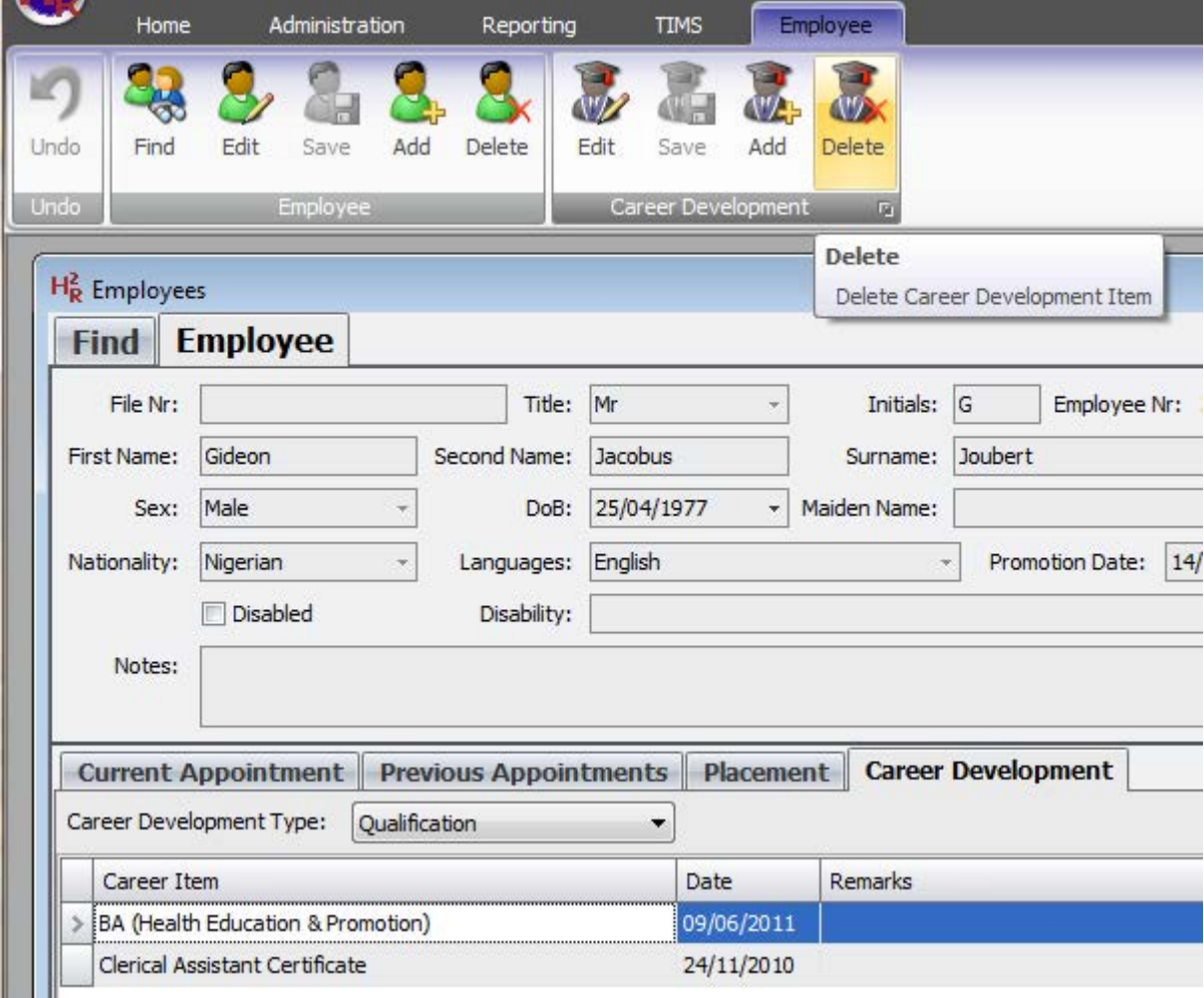
Screen clipping 4: Step 5 Deleting a career development for an employee

Step 6:

Once you have highlighted the "Qualification" to be deleted, you need to move your mouse to the "Delete" icon in the "Career development" console. Once you are ready to delete the "Qualification" click on "Delete" icon once with a single left mouse click. See screen clipping 5 below.

A new window titled "Confirm" will appear, see screen clipping 6 below.

If you are sure that you would like to delete this "Qualification" then click on the "Yes" with a single left mouse click.



The screenshot shows the HRAdmin 2 interface with the 'Employee' tab selected. The 'Career Development' console is visible, showing a list of career items. The 'Delete' icon is highlighted in the 'Career Development' console. A 'Delete' dialog box is visible, asking to 'Delete Career Development Item'.

Employee Information:

File Nr:	Title: Mr	Initials: G	Employee Nr:
First Name: Gideon	Second Name: Jacobus	Surname: Joubert	
Sex: Male	DoB: 25/04/1977	Maiden Name:	
Nationality: Nigerian	Languages: English	Promotion Date: 14/	
<input type="checkbox"/> Disabled	Disability:		
Notes:			

Career Development Console:

Career Item	Date	Remarks
> BA (Health Education & Promotion)	09/06/2011	
Clerical Assistant Certificate	24/11/2010	

Screen clipping 5: Step 6 Deleting a career development for an employee

The screenshot shows the 'Find Employee' form with the following details:

- File Nr: [Empty]
- Title: Mr
- Initials: G
- Employee Nr: 21142
- First Name: Gideon
- Second Name: Jacobus
- Surname: Joubert
- Sex: Male
- DoB: 25/04/1977
- Maiden Name: [Empty]
- Nationality: Nigerian
- Languages: English
- Promotion Date: 14/05/2003
- ☐ Disabled
- Notes: [Empty]

A 'Confirm' dialog box is overlaid on the form, asking: "Please confirm deletion of the selected career item." with 'Yes' and 'No' buttons.

Below the dialog, the 'Current Appointment' tab is active, showing a table of career development items:

Career Item	Date	Remarks
> BA (Health Education & Promotion)	09/06/2011	
Clerical Assistant Certificate	24/11/2010	

Screen clipping 6: Step 6 Deleting a career development for an employee

Step 7:

The record will disappear instantaneously, which means that this "Qualification" has now been deleted. See screen clipping 7 below.

The screenshot shows the 'Find Employee' form with the following details:

- File Nr: [Empty]
- Title: Mr
- Initials: GJ
- Employee Nr: 61006
- First Name: Gideon
- Second Name: Jacobus
- Surname: Joubert
- Sex: Male
- DoB: 1977/05/02
- Maiden Name: [Empty]
- Nationality: Nigerian
- Languages: English
- Promotion Date: [Empty]
- ☐ Disabled
- Disability: [Empty]
- Notes: [Empty]

The 'Career Development' tab is active, showing a table of career development items:

Career Item	Date	Remarks
> Bachelor of Pharmacy	2010/05/30	

Screen clipping 7: Step 7 Deleting a career development for an employee

7. Reports

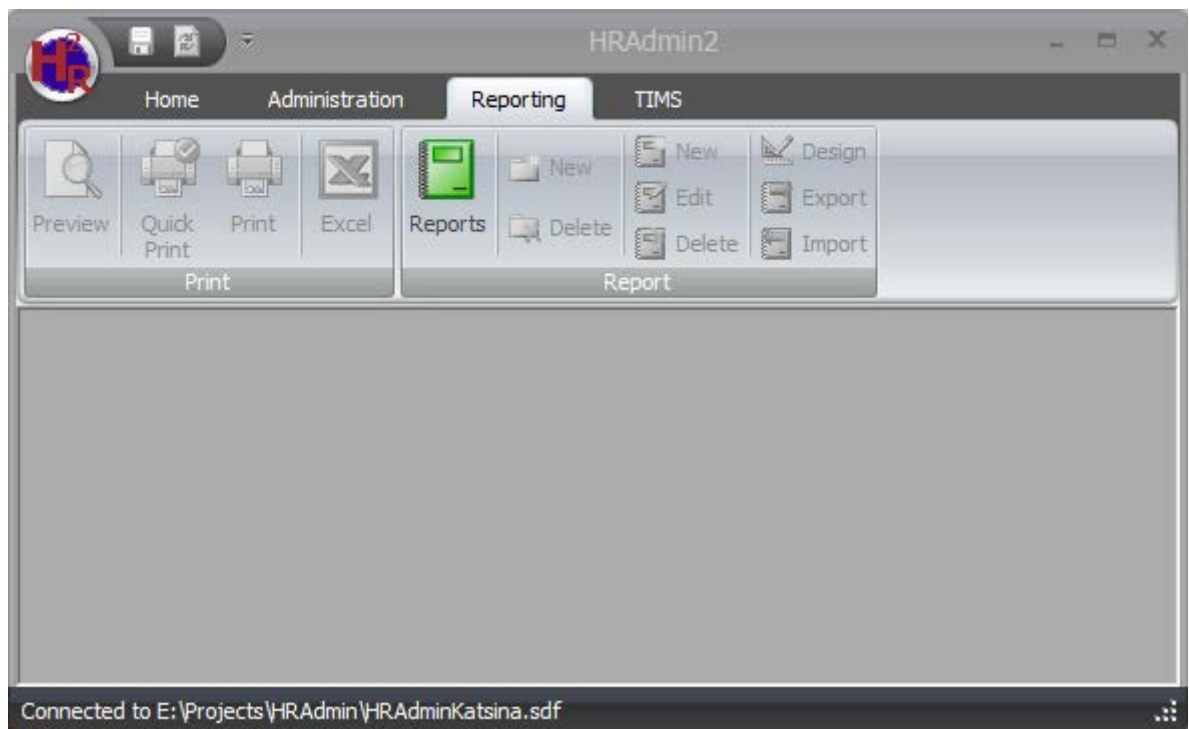
7.1 Overview and how the reports work

This is where we analyze the data in the HRIS system. The accuracy of our data is critical to reporting.

There are fundamental principles in the utilisation of any HR system. The most important principal is the "garbage in = garbage out" principal. If this HRAdmin2 is not maintained well e.g. if employee details, transfers, movements etc, are not updated on a monthly basis, the reporting from the system will be inaccurate. This will result in miss-informed decision making.

Step 1:

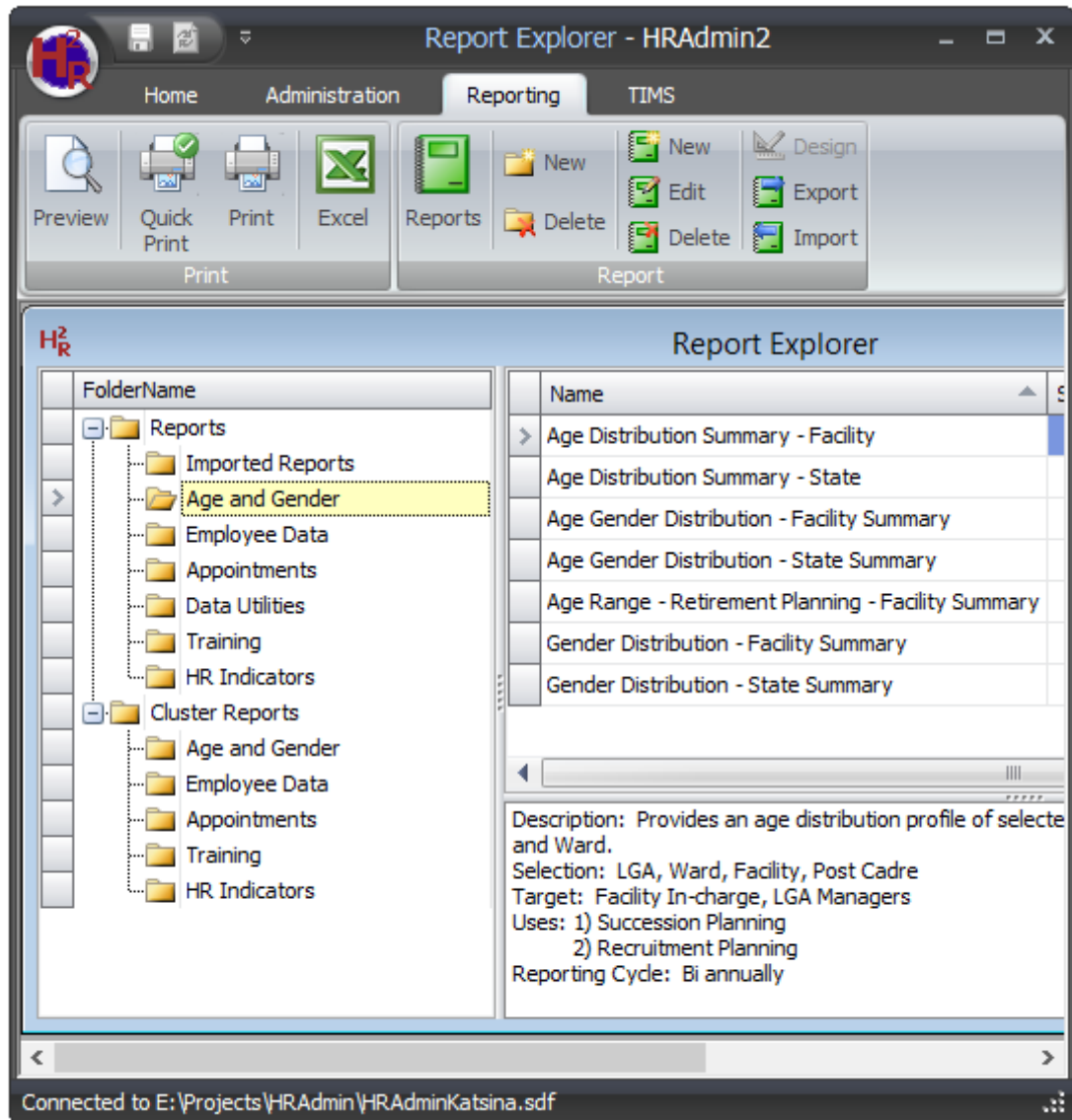
To produce reports we have to start by looking at our main window. Make sure the "Reporting" tab is selected by clicking it once with a single left click of the mouse. See screen clipping 1 below.



Screen clipping 1: Step 1 Reports

Step 2:

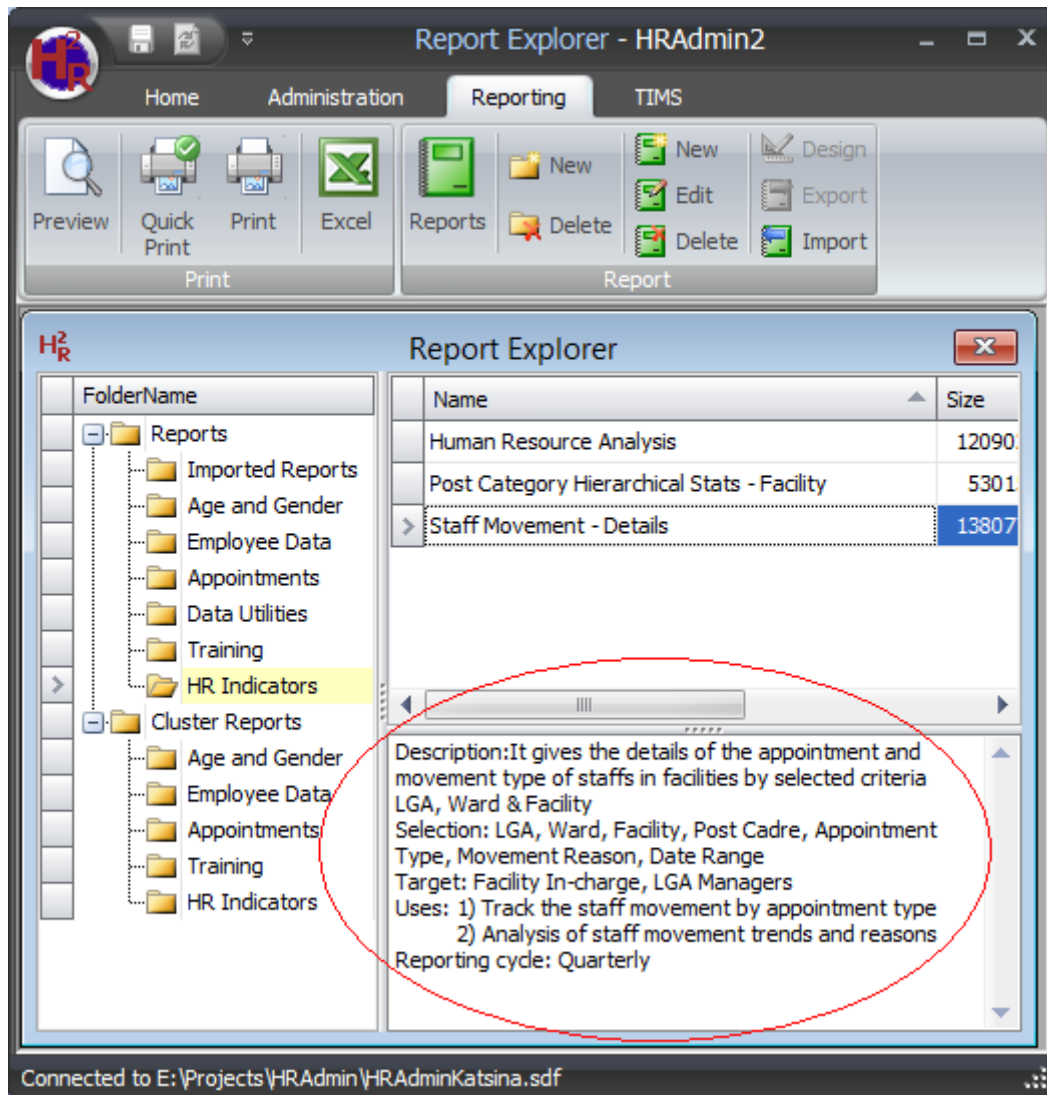
Hold your mouse cursor over the "Reports" icon in the "Report" console and click on it once with a single left mouse click. A window with a list of report Folders Will appear on the left with the reports shown in the right pane.. See screen clipping 2 below.



Screen clipping 2: Step 2 Reports

The reports are grouped together in categories within each folder. The report categories are as follows:

1. Age and Gender
2. Employee Data
3. Appointments
4. Data Utilities
5. Training
6. HR Indicators



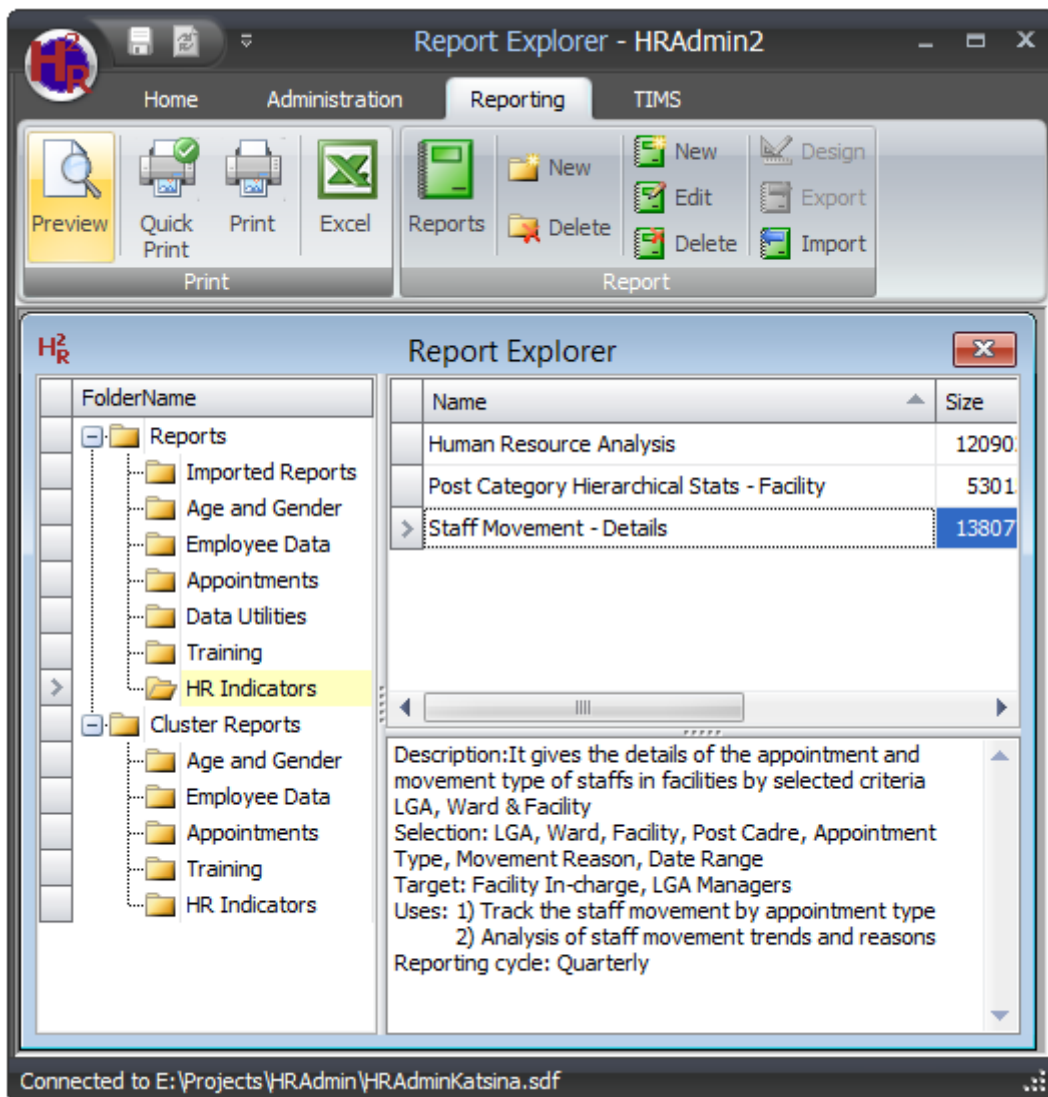
Screen clipping 3: Step 2 Reports

Note: There is a short description below the list of report names that describes the currently selected report. In the screen clipping 3 above note that the report "Staff Movement - Detail" is selected.

Step 4:

Let's produce this report as it is a good example and incorporates what all the other reports have.

Hold your mouse cursor over the "Preview" icon in the "Print" console and click on it once with a single left mouse click. See screen clipping 4 below.

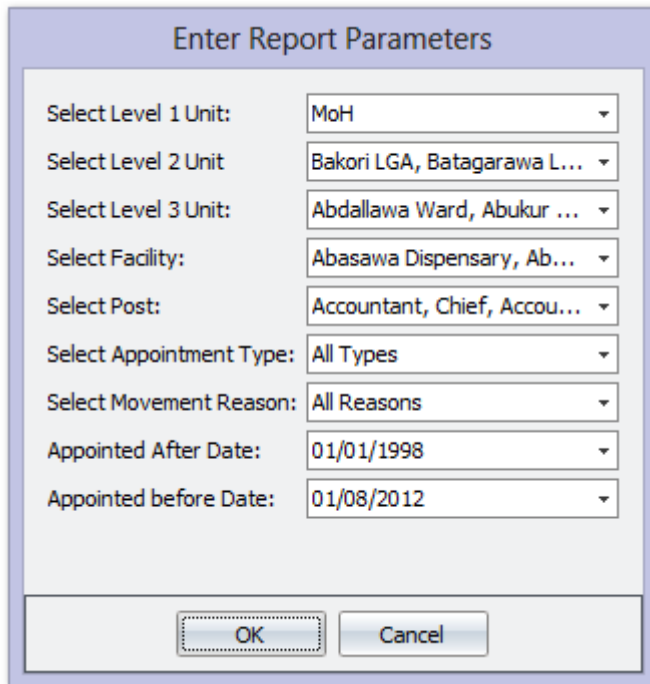


Screen clipping 4: Step 4 Reports

Step 5:

The report Parameters screen will appear. Sometimes this takes a while to appear so just wait for it to appear.

The Parameters are where we select what type of data we want to create a report of. See screen clipping 5 below.



Enter Report Parameters

Select Level 1 Unit:	MoH
Select Level 2 Unit	Bakori LGA, Batagarawa L...
Select Level 3 Unit:	Abdallawa Ward, Abukur ...
Select Facility:	Abasawa Dispensary, Ab...
Select Post:	Accountant, Chief, Accou...
Select Appointment Type:	All Types
Select Movement Reason:	All Reasons
Appointed After Date:	01/01/1998
Appointed before Date:	01/08/2012

OK Cancel

Screen clipping 5: Step 5 Reports

Step 6:

In the screen clipping 6 below we have selected the down arrow of the “Select Level2 Unit” which is the list of LGA’s available. Here you can select the first one which will result in them all being selected. Otherwise individual LGA’s can be selected.

The screenshot shows a dialog box titled "Enter Report Parameters". It contains several selection fields. The "Select Level 2 Unit" field is open, displaying a list of Local Government Areas (LGAs) with checkboxes next to each. The list includes "(Select All)", "Bakori LGA", "Batagarawa LGA", "Batsari LGA", "Baure LGA", "Bindawa LGA", "Charanchi LGA", "Dandume LGA", and "Danja LGA". All checkboxes are checked. The dialog also has "OK" and "Cancel" buttons at the bottom.

Screen clipping 6: Step 6 Reports

Step 7:

In the screen clipping 7 below we have selected the down arrow of the “Select Appointment Type” which contains a list Appointment Types available. We selected “Temporary” as we only want to see the Movement of the Temporary staff.

The screenshot shows a dialog box titled "Enter Report Parameters". It contains several dropdown menus and text input fields. The "Select Appointment Type" dropdown is open, displaying a list of appointment types: Part Time, Permanent, Probation, Session, Temporary (highlighted), Undefined, and Volunteer. The other fields are: Select Level 1 Unit (MoH), Select Level 2 Unit (Bakori LGA, Batagarawa L...), Select Level 3 Unit (Abdallawa Ward, Abukur ...), Select Facility (Abasawa Dispensary, Ab...), Select Post (Accountant, Chief, Accou...), Appointed After Date, and Appointed before Date. At the bottom, there are OK and Cancel buttons.

Screen clipping 7: Step 7 Reports

Step 8:

In the screen clipping 8 below we have selected the down arrow of the “Select Movement Reason:” which contains a list of Movement Reasons available. We selected “All Reasons” as we want to see all the Reasons staff moved.

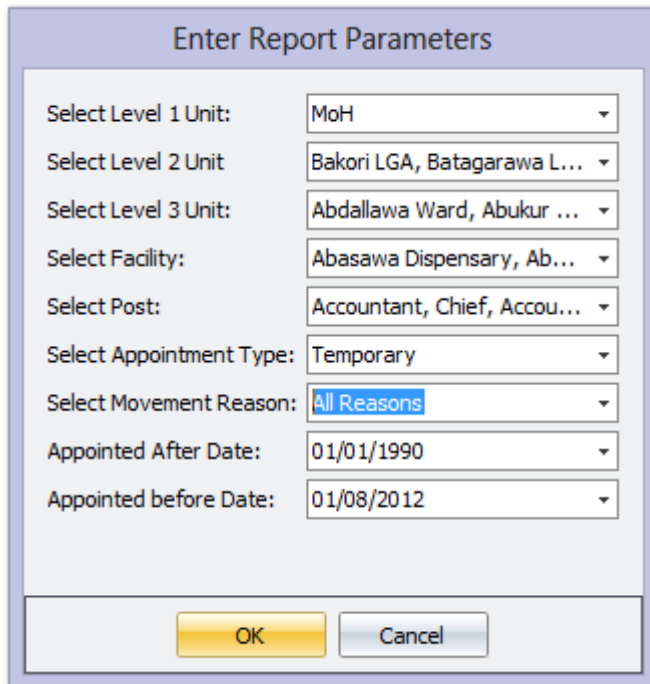
The screenshot shows a dialog box titled "Enter Report Parameters". It contains several dropdown menus and text input fields. The "Select Movement Reason:" dropdown is open, displaying a list of reasons: "All Reasons", "Absconded", "Current", "Deceased", "Dismissed", "Promoted", and "Resigned". The "All Reasons" option is currently selected and highlighted in blue. Other dropdowns include "Select Level 1 Unit" (MoH), "Select Level 2 Unit" (Bakori LGA, Batagarawa L...), "Select Level 3 Unit" (Abdallawa Ward, Abukur ...), "Select Facility" (Abasawa Dispensary, Ab...), "Select Post" (Accountant, Chief, Accou...), and "Select Appointment Type" (Temporary). There are also fields for "Appointed After Date:" and "Appointed before Date:". An "OK" button is located at the bottom left of the dialog.

Screen clipping 8: Step 8 Reports

Step 9:

The different reports have date ranges that can be selected and as shown in the screen clipping 9 below the appointment dates are set at "After" 01/01/1990 and Before 01/08/2012. Any date range can be selected here.

Now that all the Parameters are set as we want them to be, Click with the Left mouse the OK button once.



Enter Report Parameters	
Select Level 1 Unit:	MoH
Select Level 2 Unit	Bakori LGA, Batagarawa L...
Select Level 3 Unit:	Abdallawa Ward, Abukur ...
Select Facility:	Abasawa Dispensary, Ab...
Select Post:	Accountant, Chief, Accou...
Select Appointment Type:	Temporary
Select Movement Reason:	All Reasons
Appointed After Date:	01/01/1990
Appointed before Date:	01/08/2012
<div>OK Cancel</div>	

Screen clipping 9: Step 9 Reports

Step 10:

The Report preview screen appears with the data we requested displayed in the report starting at the beginning. There are many options here that can be used. We can zoom in or out, Page down to the next page or go and view the end of the report. See screen clipping 10 below

Staff Movement during Selected Period

Appointments Appointment Type: Temporary
 Staff Movement Type: All Reasons
 Employee Effective Start between: 01 January 1990 and 01 August 2012 04 June 2013

Level 1 Unit: MoH

Level 2 Unit: Baure LGA

Level 3 Unit: B/Mutum Ward

Facility: Daje Clinic

Post Description: Dental Health Assistant

Nr	PSN	Title	Initials	Surname	Sex	Appointment Type	Movement Type	Start Date
35066			MK	Muhammad	M	Temporary appointment	Current	01/04/2007
Sub Total Post							Dental Health Assistant	1
Sub Total Facility							Daje Clinic	1
Sub Total Ward							B/Mutum Ward	1

Level 3 Unit: Baure Ward

Facility: Baure General Hospital

Post Description: Nursing Officer/Nursing Superintendent Sister

Nr	PSN	Title	Initials	Surname	Sex	Appointment Type	Movement Type	Start Date
34214	101	Mr	AT	James	M	Temporary appointment	Current	14/10/2009
34215	109		MG	Tsavwan	M	Temporary appointment	Current	24/08/2009
Sub Total Post							Nursing Officer/Nursing Superintendent Sister	2
Sub Total Facility							Baure General Hospital	2
Sub Total Ward							Baure Ward	2
Sub Total LGA							Baure LGA	3

Level 2 Unit: Dandume LGA

Level 3 Unit: Dandume A Ward

Facility: Dandume PHC

Post Description: Health Attendant

Nr	PSN	Title	Initials	Surname	Sex	Appointment Type	Movement Type	Start Date
39165			B	Murja	F	Temporary appointment	Current	13/04/2010
Sub Total Post							Health Attendant	1

Page 1 of 6 | 100%

Screen clipping 10: Step 10 Reports

Step 11:

When the print button is clicked the Printer selection dialog will appear. You can then select a printer and other options available according to the printer available. The report will be printed to the printer selected. The button next to the print button is called the quick print button and will automatically print the report to the default printer. See screen clipping 11 below

The last page of the report is shown to display an example of the Sub Totals at the end of a report.

Preview									
File View Background									
Sub Total Post									
Sub Total Facility							Hamcheta MCH	1	
Sub Total Ward							H/cheta Ward	1	
Level 3 Unit: Jani Ward									
Facility: Jani MCH									
Post Description: Health Assistant									
Nr	PSN	Title	Initials	Surname	Sex	Appointment Type	Movement Type	Start Date	
41881		Mr	HG	Garba	M	Temporary appointment	Current	21/10/2010	
Sub Total Post							Health Assistant	1	
Post Description: Health Attendant									
Nr	PSN	Title	Initials	Surname	Sex	Appointment Type	Movement Type	Start Date	
41885		Mrs	Z	Abdullahi	F	Temporary appointment	Current	24/04/1992	
Sub Total Post							Health Attendant	1	
Sub Total Facility							Jani MCH	2	
Sub Total Ward							Jani Ward	2	
Level 3 Unit: Mani Ward									
Facility: Mani PHC									
Post Description: Cleaner									
Nr	PSN	Title	Initials	Surname	Sex	Appointment Type	Movement Type	Start Date	
41903		Mr	AN	Naramu	M	Temporary appointment	Current	05/06/2010	
Sub Total Post							Cleaner	1	
Sub Total Facility							Mani PHC	1	
Sub Total Ward							Mani Ward	1	
Sub Total LGA							Mani LGA	6	
Level 2 Unit: Rimi LGA									
Level 3 Unit: Tsagero Ward									
Facility: Tsagero PHC									
Post Description: Undefined									
Nr	PSN	Title	Initials	Surname	Sex	Appointment Type	Movement Type	Start Date	
41899		Mr	LS	Shuaibu	M	Temporary appointment	Current	20/10/2010	
Staff Movement - Detail									
								Page 5/6	
Ret User A 0.1									
Page 5 of 6 100%									

Screen clipping 11: Step 11 Reports

To go back to the report screen click the red X at the top right of the screen.

7.2 Report Examples

Below are some examples of report outputs

Reports are broken up into Detail, Summary and State Summary reports.

7.2.1 Age Distribution – Detail

Age Distribution by Post. Grouped by Organisational Unit hierarchy.

Age Distribution by Post						
03 July 2011						
Level 1 Unit: MoH						
Level 2 Unit: Baure LGA						
Level 3 Unit: Muduri Ward						
Facility: Muduri Clinic						
Post Description	Age Group					
	<20	20-39	40-49	50-59	60-64	65+
Environmental Health Assistant	0	0	1	0	1	0
Health Attendant	0	3	0	0	0	0
Junior Community Health Extension Worker	0	0	1	0	0	0
Security Guard, II	0	0	1	0	0	0
Senior Community Health Extension Worker, Assistant Chief	0	0	1	0	0	0
Senior Community Health Extension Worker, Senior	0	0	1	0	0	0
Undefined	0	1	0	0	0	0
Watchman, II	0	0	1	0	0	0
Sub Total Facility Muduri Clinic	0	4	6	0	1	0
Facility: Unguwar Gamji Clinic						
Post Description	Age Group					
	<20	20-39	40-49	50-59	60-64	65+
Junior Community Health Extension Worker	0	1	0	0	0	0
Senior Community Health Extension Worker, Assistant Chief	0	0	1	0	0	0
Undefined	0	1	1	1	0	0
Sub Total Facility Unguwar Gamji Clinic	0	2	2	1	0	0
Sub Total Ward Muduri Ward	0	6	8	1	1	0
Sub Total LGA Baure LGA	0	6	8	1	1	0
Total	0	6	8	1	1	0

7.2.2 Age Distribution - State Summary

Age Distribution by Post. State Totals are listed.

Age Distribution by Post State Summary						
03 July 2011						
Post Description	Age Group					
	<20	20-39	40-49	50-59	60-64	65+
Artisan (Plumber, Welder, Carpenter etc), Assistant	0	1	0	1	0	0
Cleaner	0	14	10	3	0	1
Cleaner, Head	0	3	5	1	1	1
Cleaner, Senior	0	3	3	1	0	0
Clerical Assistant	0	2	1	0	0	0
Clerical Officer, I	0	0	0	1	0	0
Clerical Officer, II	0	1	1	0	0	0
Clerical Officer, Senior	0	0	0	1	0	0
Community Health Officer, Assistant Chief	0	10	13	1	0	0
Community Health Officer, Principal	0	4	4	0	0	0
X-Ray Technician	0	1	0	0	0	0
X-Ray Technician, Assistant Chief	0	0	1	0	0	0
X-Ray Technician, Chief	0	0	0	1	0	0
X Ray Attendant	0	1	0	0	0	0
X Ray Attendant, Head	0	0	1	0	1	0
State Total	5	589	359	134	22	10

7.2.3 Age Gender Distribution – Detail

Age Gender Distribution by Post. Grouped by Organisational Unit hierarchy.

Age Gender Distribution by Post				
03 July 2011				
Level 1 Unit: MoH				
Level 2 Unit: Baure LGA				
Level 3 Unit: Muduri Ward				
Facility: Muduri Clinic				
Age Group	Post	No Data	Female	Male
20-39	Health Attendant	0	1	2
20-39	Undefined	0	1	0
Sub Total Age Group: 20-39		0	2	2
40-49	Environmental Health Assistant	0	0	1
40-49	Junior Community Health Extension Worker	0	0	1
40-49	Security Guard, II	0	0	1
40-49	Senior Community Health Extension Worker, Assistant Chief	0	0	1
40-49	Senior Community Health Extension Worker, Senior	0	0	1
40-49	Watchman, II	0	0	1
Sub Total Age Group: 40-49		0	0	6
60-64	Environmental Health Assistant	0	0	1
Sub Total Age Group: 60-64		0	0	1
Sub Total Facility Muduri Clinic		0	2	9
Facility: Unguwar Gamji Clinic				
Age Group	Post	No Data	Female	Male
20-39	Junior Community Health Extension Worker	0	1	0
20-39	Undefined	0	0	1
Sub Total Age Group: 20-39		0	1	1
40-49	Senior Community Health Extension Worker, Assistant Chief	0	0	1
40-49	Undefined	0	1	0
Sub Total Age Group: 40-49		0	1	1
50-54	Undefined	0	0	1
Sub Total Age Group: 50-54		0	0	1
Sub Total Facility Unguwar Gamji Clinic		0	2	3
Sub Total Ward Muduri Ward		0	4	12
Sub Total LGA Baure LGA		0	4	12
Total		0	4	12

7.2.4 Age Gender Distribution - State Summary

Age Gender Distribution by Post. Totals per age group are listed.

Age Gender Distribution by Post State Summary				
05 July 2011				
Age Group	Post	No Data	Female	Male
< 20	Health Attendant	0	1	1
< 20	Health Attendant, Senior	0	0	1
< 20	Pharmacy Technician, Assistant Chief	0	0	1
< 20	Senior Community Health Extension Worker, Higher	0	0	1
Total		0	1	4
Age Group	Post	No Data	Female	Male
20-39	Artisan (Plumber, Welder, Carpenter etc), Assistant	0	0	1
20-39	Cleaner	0	5	9
20-39	Cleaner, Head	0	1	2
20-39	Cleaner, Senior	0	1	2

7.2.5 Current Appointments - Detail

List details of employees appointed. Grouped by Organisational Unit hierarchy.

Appointment Details with Selected Posts						
03 July 2011						
Level 1 Unit: MoH						
Level 2 Unit: Baure LGA						
Level 3 Unit: Muduri Ward						
Facility: Muduri Clinic						
Nr	Initials	Surname	Sex	DoB	Grade	Post
172	DM	Dankum	M	23/09/1950	L03	Environmental Health Assistant
39	SS	Shu'aibu	M	01/04/1969	Unknown	Environmental Health Assistant
	MB	Badamasi	M	12/10/1979	Unknown	Health Attendant
	ZH	Haruna	F	04/07/1986	Unknown	Health Attendant
	MM	Mohammed	M	05/12/1982	Unknown	Health Attendant
	BL	Khalil	M	12/12/1970	L04	Junior Community Health Extension Worker
	BM	Badaure	M	02/03/1970	L02	Security Guard, II
	DI	Ado	M	14/04/1964	L12	Senior Community Health Extension Worker, Assistant Chief
	SK	Suleiman	M	11/07/1965	L09	Senior Community Health Extension Worker, Senior
39	SL	Lawal	F	01/04/1984	Unknown	Undefined
	AA	Agawula	M	05/03/1962	Unknown	Watchman, II
Sub Total Facility					Muduri Clinic	11
Facility: Unguwar Gamji Clinic						
Nr	Initials	Surname	Sex	DoB	Grade	Post
	AM	Altine	F	05/04/1975	Unknown	Junior Community Health Extension Worker
3949	HS	Habu	M	05/01/1971	L12	Senior Community Health Extension Worker, Assistant Chief
	GS	Galadima	F	02/01/1969	Unknown	Undefined
	MY	Maiagwagi	M	10/03/1959	Unknown	Undefined
	YA	Yakubu	M	12/04/1974	Unknown	Undefined
Sub Total Facility					Unguwar Gamji Clinic	5
Sub Total Ward					Muduri Ward	16
Sub Total LGA					Baure LGA	16
Total						16

7.2.6 Current Appointments - State Summary

Prints number of appointments by post. State Totals are listed.

Current Appointments by Post State Summary		05 July 2011
Post	Count	
Artisan (Plumber, Welder, Carpenter etc), Assistant	2	
Cleaner	28	
Cleaner, Head	11	
Cleaner, Senior	7	
Clerical Assistant	3	
Clerical Officer, I	1	
Clerical Officer, II	2	
Clerical Officer, Senior	1	
X-Ray Technician, Assistant Chief	1	
X-Ray Technician, Chief	1	
X Ray Attendant	1	
X Ray Attendant, Head	2	
Total Posts	1138	

7.2.7 Current Appointments – Summary

Prints number of appointments by post in selected facilities.

Grouped by Organisational Unit hierarchy.

Appointments Summary by Facility			05 July 2011
Level 1 Unit: MoH			
Level 2 Unit: Baure LGA			
Level 3 Unit: Muduri Ward			
Facility: Muduri Clinic			
Post	Count		
Environmental Health Assistant	2		
Health Attendant	3		
Junior Community Health Extension Worker	1		
Security Guard, II	1		
Senior Community Health Extension Worker, Assistant Chief	1		
Senior Community Health Extension Worker, Senior	1		
Undefined	1		
Watchman, II	1		
Sub Total Facility	Muduri Clinic	11	
Facility: Unguwar Gamji Clinic			
Post	Count		
Junior Community Health Extension Worker	1		
Senior Community Health Extension Worker, Assistant Chief	1		
Undefined	3		
Sub Total Facility	Unguwar Gamji Clinic	5	
Sub Total Ward	Muduri Ward	16	
Sub Total LGA	Baure LGA	16	
Total		16	

7.2.8 Employee Details – Appointment History

Employee Details - Appointment History			
07 September 2012			
A. PERSONAL DETAILS			
Personal Subhead Number (PSN) : 33250		Employee Nr: 21158	
Title: Mr	First Name: Abdullahi	Second Name:	Initials: AU
Surname: Umar	Sex: Male	DoB: 02/02/1971	
Nationality: Nigerian	Languages: English/ Hausa	Current Promotion Date:	01/01/2008
<input type="checkbox"/> Disabled Disability:			
Open File Number:		First Appointment Date:	
Phone Number:		Original LGA: Malumfashi LGA	
Notes: No File Number			
B. APPOINTMENT HISTORY			
Appointment ID: 8982			
Appointment Type: Permanent		Status: Current	
From: 07/09/2012			
Post: Nursing Officer/Sister, Chief			
Salary Grade: Level 14		Notch: 1	
LGA: Malumfashi LGA		Salary: 579247.75	
Ward: Malumfashi A Ward		Modified On: 07/09/2012	
Facility: Malumfashi Hospital			
Notes:			
Appointment ID: 7307			
Appointment Type: Permanent		Status: Promoted	
From: 23/06/2012			
Post: Nursing Officer/Sister, Assistant Chief			
Salary Grade: Level 13		Notch: 1	
LGA: Malumfashi LGA		Salary: 524637.25	
Ward: Malumfashi A Ward		Modified On: 07/09/2012	
Facility: Malumfashi Hospital			
Notes:			

7.2.9 Employee Details – Career Development

Employee Details - Career Development		07 September 2012
A. PERSONAL DETAILS		
Personal Subhead Number (PSN) : 33250		Employee Nr: 21158
Title: Mr	First Name: Abdullahi	Second Name: Initials: AU
Surname: Umar	Sex: Male	DoB: 02/02/1971
Nationality: Nigerian	Languages: English/ Hausa	Current Promotion Date: 01/01/2008
Disabled Disability:		
Open File Number:	First Appointment Date: 14/11/1994	
Phone Number: 08085337922	Original LGA: Malumfashi LGA	
Notes: No File Number		
C. CAREER DEVELOPMENT		
Type: Qualification	Item: ND (Nursing)	Date: 23/01/2002
Description: National Diploma in Nursing		
Duration:	Level:	
Remarks:		
Type: Qualification	Item: CERT (Nursing)	Date: 01/01/1993
Description: Certificate in Nursing		
Duration:	Level:	
Remarks:		
Type: Qualification	Item: SSCE/GCE/WAEC (Secondary School Certificate)	Date: 01/01/1989
Description: SSCE/GCE/WAEC (Secondary School Certificate)		
Duration:	Level:	
Remarks:		
Type: Qualification	Item: PSC (Primary School Certificate)	Date: 01/01/1983
Description: Primary School Certificate		
Duration:	Level:	
Remarks:		

7.2.10 Staff Movement - Detail

Prints Staff movements over a selected Period.

With Appointment Type selection and Movement Type selection.

Grouped by Organisational Unit hierarchy.

Staff Movement during Selected Period									
Appointments Appointment Type:		Casual							
Staff Movement Type:		All							
Employee Effective Start between:		01 January 1900 and 10 June 2011						03 July 2011	
Level 1 Unit: MoH									
Level 2 Unit: Baure LGA									
Level 3 Unit: B/Mutum Ward									
Facility: B/mutum MCH									
Post Description: Environmental Health Officer									
Nr	Title	Initials	Surname	Sex	DoB	Appointment Type	Movement Type	Start Date	
		L	Shamaki	Female	21/07/1984	Casual worker	Current	01/01/2009	
Sub Total Post							Environmental Health Officer		1
Post Description: Health Attendant, Senior									
Nr	Title	Initials	Surname	Sex	DoB	Appointment Type	Movement Type	Start Date	
202		N	Wulo	Female	02/03/1967	Casual worker	Current	01/01/2009	
Sub Total Post							Health Attendant, Senior		1
Post Description: Undefined									
Nr	Title	Initials	Surname	Sex	DoB	Appointment Type	Movement Type	Start Date	
		M	Adamu	Male	22/04/1960	Casual worker	Current	01/01/2009	
		A	Danauta	Male	17/10/1964	Casual worker	Current	01/01/2009	
		U	Dandaura	Male	04/12/1962	Casual worker	Current	01/01/2009	
		U	Halilu	Male	06/03/1958	Casual worker	Current	01/01/2009	
		U	Yau	Male	07/09/1963	Casual worker	Current	01/01/2009	
Sub Total Post							Undefined		5
Sub Total Facility							B/mutum MCH		7
Facility: Daje Clinic									
Post Description: Environmental Health Assistant									
Nr	Title	Initials	Surname	Sex	DoB	Appointment Type	Movement Type	Start Date	
		AA	Ahmed	Male	23/08/1978	Casual worker	Current	01/06/2005	
Sub Total Post							Environmental Health Assistant		1

7.2.11 Staff Turn Over - Detail

Staff Turn Over.

Appointments over a Selected Period with Appointment Type Selection.

Grouped by Organisational Unit hierarchy.

Staff Turnover for Selected Period								
Appointments Appointment Type: All								
Employee Effective Start between: 01 September 1990 and 21 September 2010			03 July 2011					
182		Sallau	Habu	H	Male	07/02/1959	Permanent appointment	01/01/1991
Sub Total Post							Watchman, Senior	2
Sub Total Facility							B/mutum MCH	16
Facility: Daje Clinic								
Post Description: Dental Health Assistant								
Nr	Title	Surname	First Name	Initials	Sex	DoB	Appointment Type	Start Date
		Muhammad	Kamilu	MK	Male	02/02/1981	Temporary appointment	01/04/2007
Sub Total Post							Dental Health Assistant	1
Post Description: Environmental Health Assistant								
Nr	Title	Surname	First Name	Initials	Sex	DoB	Appointment Type	Start Date
		Ahmed	Abdulahadi	AA	Male	23/08/1978	Casual worker	01/06/2005
Sub Total Post							Environmental Health Assistant	1
Post Description: Health Attendant, Senior								
Nr	Title	Surname	First Name	Initials	Sex	DoB	Appointment Type	Start Date
		Daje	Yakubu	DY	Male	25/01/1971	Casual worker	01/07/2007
		Isah	Mammani	MI	Male	03/05/1967	Casual worker	01/06/2005
Sub Total Post							Health Attendant, Senior	2
Post Description: Junior Community Health Extension Worker								
Nr	Title	Surname	First Name	Initials	Sex	DoB	Appointment Type	Start Date
		Haru	Saadiya	HS	Female	13/04/1987	Casual worker	01/07/2007
		Musa	Nasiru	MN	Male	18/10/1979	Casual worker	01/06/2005
		Umaru	Hanne	UH	Female	03/06/1974	Casual worker	01/06/2005
Sub Total Post							Junior Community Health Extension Worker	3
Post Description: Junior Community Health Extension Worker, Higher								
Nr	Title	Surname	First Name	Initials	Sex	DoB	Appointment Type	Start Date
		Kanta	Lawal	KL	Male	25/08/1977	Permanent appointment	25/04/2002
Sub Total Post							Junior Community Health Extension Worker, Higher	1

7.2.12 Staff Turn Over - State Summary

Staff Turn Over.

Appointments over a Selected Period.

With Appointment Type Selection.

State Totals grouped by appointment type are listed.

Appointments for Selected Period - State Summary		
Appointments Appointment Type: All		
Employee Effective Start between: 01 September 2000 and 27 October 2010		05 July 2011
Appointment Type: Appointment of a volunteer		
Post Description:	Number	
Cleaner	4	
Clerical Assistant	1	
Environmental Health Assistant	4	
Health Attendant	18	
Health Attendant, Senior	1	
Junior Community Health Extension Worker	12	
Medical Laboratory Assistant	1	
Medical Records Assistant	1	
Senior Community Health Extension Worker	1	
Technical Officer (Engineering), Chief	1	
Undefined	8	
Watchman, II	5	
Watchman, Senior	1	
Sub Total	Appointment of a volunteer	58
Appointment Type: Appointment type not defined		
Post Description:	Number	
Cleaner	3	
Cleaner, Senior	1	
Clerical Officer, II	1	
Dental Surgical Assistant	1	

7.2.13 Training and Course - Summary

List Summary of "Training and Course" counts for employees.

Selection by "Career Item" during a selected date range.

Grouped by Organisational Unit hierarchy.

Career Development Report

Career Item: All

Period Selected: 01 January 1900 to 08 June 2011

05 July 2011

Level 1 Unit: MoH

Level 2 Unit: Baure LGA

Level 3 Unit: B/Mutum Ward

Facility: B/mutum MCH

		Number of Staff Trained		
Course	Item	Female	Male	Total
Traditional Birth Attendant	Traditional Birth Attendant	0	1	1
Sub Total Course		0	1	1

Number of Staff Trained

Qualification	Item	Female	Male	Total
Certificate in Community Health	CERT (Community Health)	0	3	3
Certificate in JCHEW	CERT (JCHEW)	0	4	4
Dental Surgery Assistant Certificate	CERT (Dental Surgery Assistant)	0	1	1
Environmental Health Assistant Certificate	CERT (Environmental Health Assistant)	1	0	1
Higher National Diploma in Community Health	HND (Community Health)	0	1	1
Higher National Diploma in Dental Health	HND (Dental Health)	0	1	1
Primary School Certificate	PSC (Primary School Certificate)	1	7	8
SSCE/GCE/WAEC (Secondary School Certificate)	SSCE/GCE/WAEC (Secondary School Certificate)	1	7	8
Sub Total Qualification		3	24	27
Sub Total Facility		3	25	28

Facility: Daje Clinic

		Number of Staff Trained		
Course	Item	Female	Male	Total
Abridgement Course	Abridgement Course	0	1	1
UNV & NDS Control	UNV & NDS Control	0	1	1

7.2.14 Training and Course - Employee Details

List details of employees Training and Course History.

Selection by "Career Item" during a selected date range.

Grouped by Organisational Unit hierarchy.

Employee Career Development Report						
Career Item: All		Period Selected: 27 October 1900 to 28 October 2010				03 July 2011
Nr	Initials	Surname	Sex	DOB	Grade	Post
1662	AA	Abashe	M	10/11/1959	L13	Environmental Health Officer, Assistant Chief
Type	Date	Description	Item			
Qualification	28/06/1978	SSCE/GCE/WAEC (Secondary School Certificate)	SSCE/GCE/WAEC (Secondary School Certificate)			
Qualification	26/06/1983	Health Assistant Certificate	CERT (Health Assistant)			
Qualification	09/03/2002	Environmental Health Assistant Certificate	CERT (Environmental Health Assistant)			
Nr	Initials	Surname	Sex	DOB	Grade	Post
N.13104	AM	Abba	M	04/05/1976	L08	Senior Community Health Extension Worker, Higher
Type	Date	Description	Item			
Qualification	02/12/1988	Primary School Certificate	PSC (Primary School Certificate)			
Qualification	26/11/1999	Certificate in JCHEW	CERT (JCHEW)			
Qualification	07/07/2000	SSCE/GCE/WAEC (Secondary School Certificate)	SSCE/GCE/WAEC (Secondary School Certificate)			
Course	31/07/2009	Abridgement Course	Abridgement Course			
Nr	Initials	Surname	Sex	DOB	Grade	Post
KTLG 00177	BS	Abba	F	01/12/1977	L07	Senior Community Health Extension Worker
Type	Date	Description	Item			
Qualification	25/01/1989	Primary School Certificate	PSC (Primary School Certificate)			
Qualification	01/06/1996	SSCE/GCE/WAEC (Secondary School Certificate)	SSCE/GCE/WAEC (Secondary School Certificate)			
Qualification	01/01/2006	Certificate in JCHEW	CERT (JCHEW)			
Qualification	04/08/2006	Certificate in Community Health	CERT (Community Health)			
Course	01/01/2009	Abridgement Course	Abridgement Course			
Qualification	01/10/2009	Higher National Diploma in Community Health	HND (Community Health)			

7.2.15 Training and Course - State Employee Details

List details of employees Training and Course History for the whole state.

Employee Career Development State Report						
Career Item: All		Period Selected: 27 October 1900 to 28 October 2010				03 July 2011
Nr	Initials	Surname	Sex	DOB	Grade	Post
1662	AA	Abashe	M	10/11/1959	L13	Environmental Health Officer, Assistant Chief
Type	Date	Description	Item			
Qualification	28/06/1978	SSCE/GCE/WAEC (Secondary School Certificate)	SSCE/GCE/WAEC (Secondary School Certificate)			
Qualification	26/06/1983	Health Assistant Certificate	CERT (Health Assistant)			
Qualification	09/03/2002	Environmental Health Assistant Certificate	CERT (Environmental Health Assistant)			
Nr	Initials	Surname	Sex	DOB	Grade	Post
N.13104	AM	Abba	M	04/05/1976	L08	Senior Community Health Extension Worker, Higher
Type	Date	Description	Item			
Qualification	02/12/1988	Primary School Certificate	PSC (Primary School Certificate)			
Qualification	26/11/1999	Certificate in JCHEW	CERT (JCHEW)			
Qualification	07/07/2000	SSCE/GCE/WAEC (Secondary School Certificate)	SSCE/GCE/WAEC (Secondary School Certificate)			
Course	31/07/2009	Abridgement Course	Abridgement Course			
Nr	Initials	Surname	Sex	DOB	Grade	Post
KTLG 00177	BS	Abba	F	01/12/1977	L07	Senior Community Health Extension Worker
Type	Date	Description	Item			
Qualification	25/01/1989	Primary School Certificate	PSC (Primary School Certificate)			
Qualification	01/06/1996	SSCE/GCE/WAEC (Secondary School Certificate)	SSCE/GCE/WAEC (Secondary School Certificate)			
Qualification	01/01/2006	Certificate in JCHEW	CERT (JCHEW)			
Qualification	04/08/2006	Certificate in Community Health	CERT (Community Health)			
Course	01/01/2009	Abridgement Course	Abridgement Course			
Qualification	01/10/2009	Higher National Diploma in Community Health	HND (Community Health)			

7.2.16 Training and Course - State Summary

List Summary of "Training and Course" counts for employees.

Selection by "Career Item" during a selected date range.

Total counts per course over the whole state are listed.

Training and Course - Career Development State Summary Report				
Career Item: All				
Period Selected: 01 January 2000 to 11 January 2011		03 July 2011		
Course	Item	Number of Staff Trained		
		Female	Male	Total
Abridgement Course	Abridgement Course	9	13	22
Accident & Emergency	Accident & Emergency	0	1	1
Adult Antiretroviral Therapy	Adult Antiretroviral Therapy	1	1	2
Baby Friendly Initiative	Baby Friendly Initiative	1	2	3
Child Spacing	Child Spacing	1	4	5
Community Involvement & Management	Community Involvement & Management	4	6	10
Community Mental Health	Community Mental Health	0	1	1
Drug Inventory Management	Drug Inventory Management	0	1	1
Family Planning	Family Planning	4	2	6
HCT For Tb-HIV	HCT For Tb-HIV	0	1	1
HIV & AIDS Control	HIV & AIDS Control	1	7	8
HIV/AIDS Counselling & Testing	HIV/AIDS Counselling & Testing	1	4	5
Industrial Relations	Industrial Relations	0	1	1
Injection Safety & Precautions	Injection Safety & Precautions	0	1	1
Malaria Control	Malaria Control	0	1	1
Management	Management	0	3	3
Maternal & Child Health	Maternal & Child Health	0	1	1
Nursing Process	Nursing Process	2	4	6
Nutrition & Dietetics	Nutrition & Dietetics	0	1	1
Nutritional HMS	Nutritional HMS	2	1	3
Ophthalmic Course	Ophthalmic Course	0	1	1
Post Abortion Care	Post Abortion Care	1	0	1
Prevention Of Mother To Child Transmission Of HIV/AIDS	Prevention Of Mother To Child Transmission Of HIV/AIDS	1	0	1
Quality Assurance	Quality Assurance	0	1	1
Traditional Birth Attendant	Traditional Birth Attendant	1	0	1
Tuberculosis Diagnosis & Management	Tuberculosis Diagnosis & Management	0	3	3

7.3 Cluster Reports

7.3.1 Overview

A cluster can be defined as a pre-specified group of facilities based on a set of criteria either by the state, program, project or service delivery aspect. A cluster therefore includes only selective facilities to be reporting on based on the criteria set by the user.

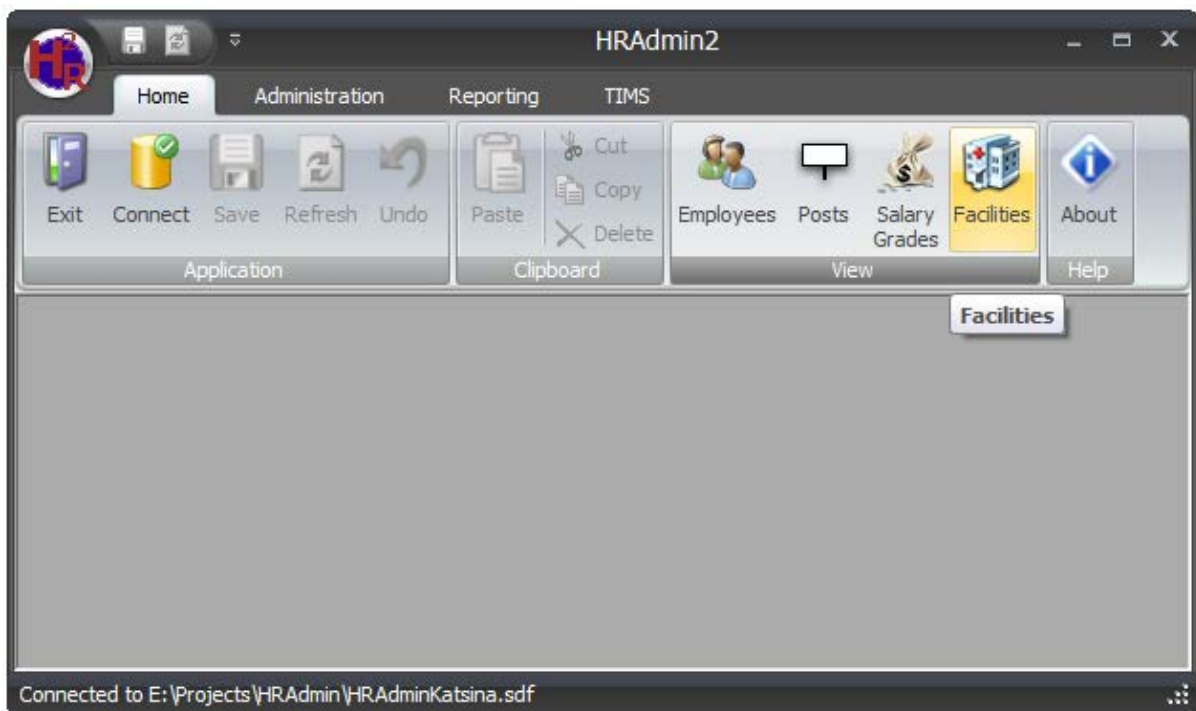
7.3.2 Assigning Facilities to Clusters

Clusters are assigned in the Facilities definitions.

Warning: *This is a very sensitive area of the program and care must be taken not to corrupt the actual facility structures.*

Step 1

Select the "Home" tab and then click the "Facilities" Icon. See screen clipping 1 below.



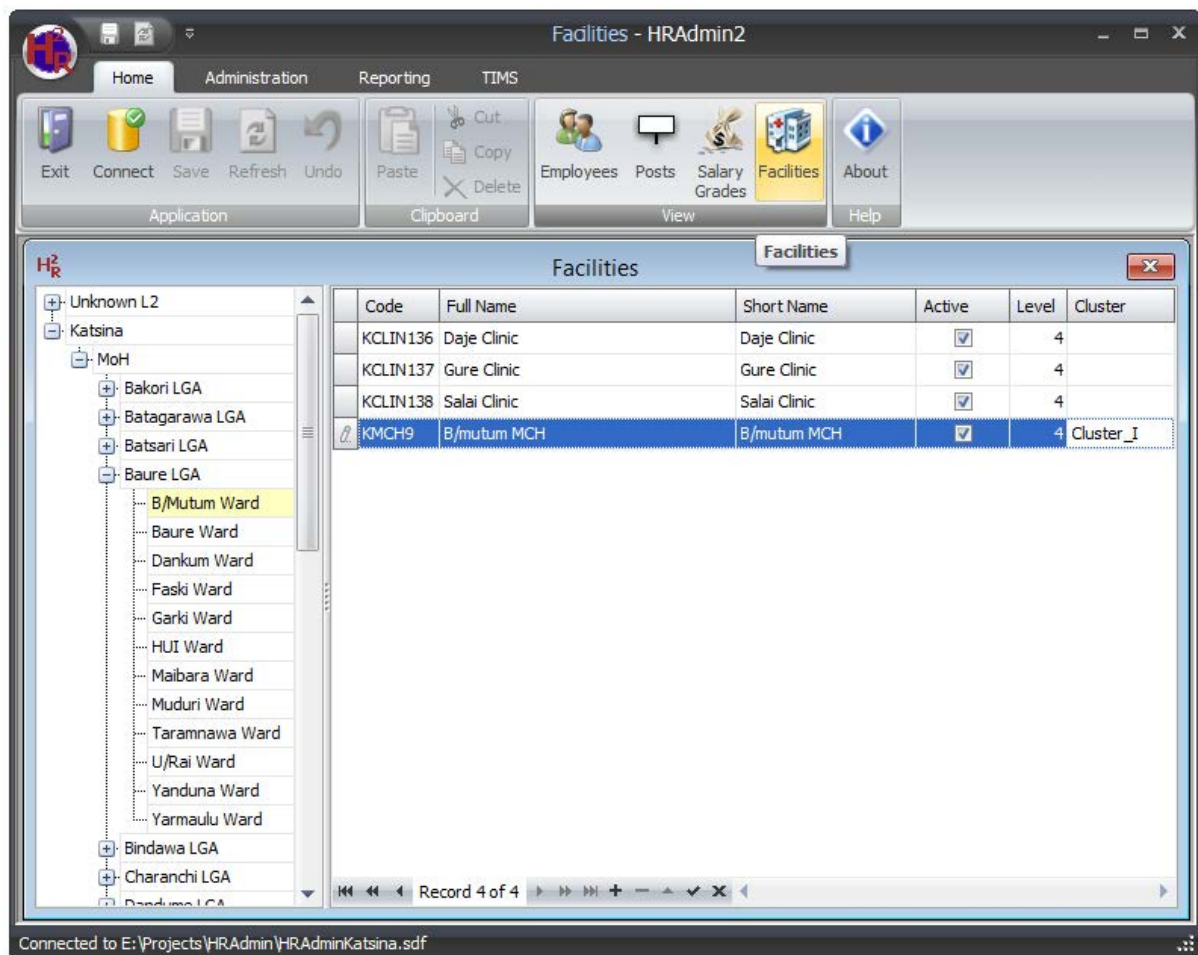
Screen clipping 1: Step 1 Assigning Facilities to Clusters

Step 2

Select the Facility that must be assigned to a cluster. The Cluster column is on the rightmost position of the Facilities screen. See screen clipping 2 below.

The System allows for 5 Clusters at present. Namely: Cluster_I; Cluster_II; Cluster_III; Cluster_IV; Cluster_V

The Reporter is sensitive to the Names assigned to the Cluster column. The names have to be exactly the same as above or nothing. This is Case Sensitive and the Cluster number is noted as Roman numerals I, II, III, IV and V. Between the Word "Cluster" and the Roman Numeral there must be only one underscore character.

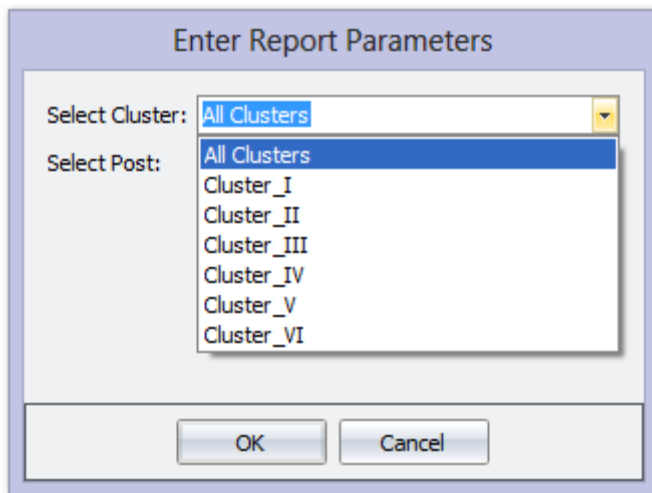


Screen clipping 2: Step 2 Assigning Facilities to Clusters

7.3.3 Running the Cluster Reports

The cluster reports are similar to the other reports except that the selection of facilities are cluster related.

A typical prompt for the Cluster is shown in screen clipping 1 below.



Screen clipping 1: Selecting Clusters

8. TIMS (Training Information Management System)

8.1 Career Item

8.1.1 TIMS - Overview of Career Items

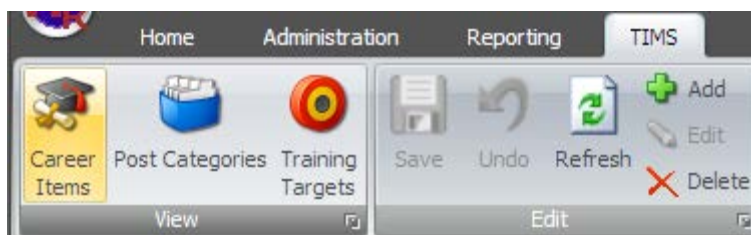
Career Items are divided into 4 types namely Qualifications, Courses, and Training which are acquired over a duration of time in a formal way. Normally a certificate, diploma or degree is awarded on completion of these Items. These are categorised at levels of training which are namely Abroad, Federal, State and Local.

There is also a career item called skills which is what the employee actual does and is good at. It is an attribute learnt on the job and is not part of Qualifications, Courses or Training.

8.1.2 TIMS - Adding a new Career Item

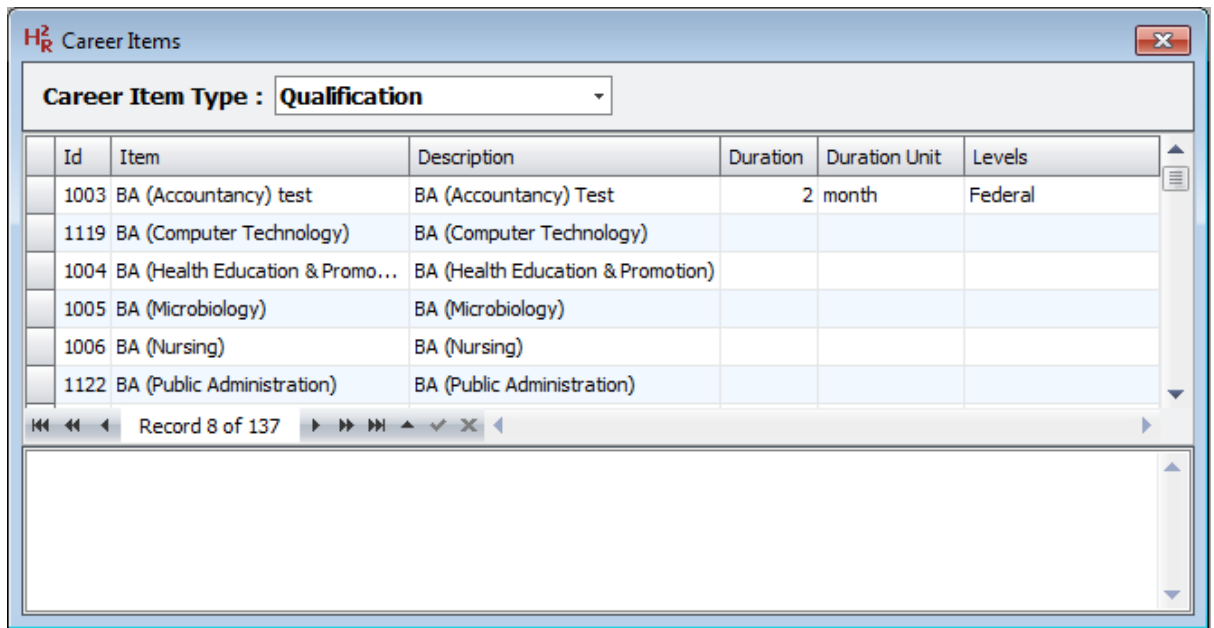
Step 1

Select the TIMS tab and then click the Career Items Icon. See screen clipping 1 below.



Screen clipping 1: Step 1 TIMS Career Item

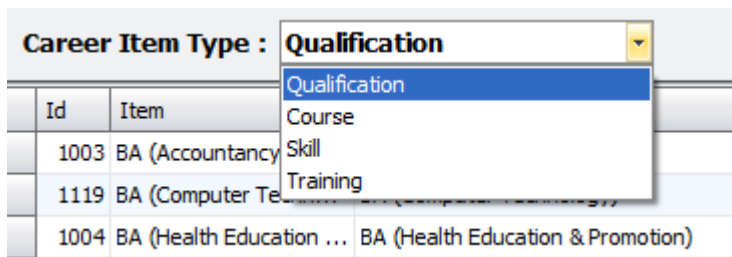
This will show the Career Items screen as shown in screen clipping 2 below.



Screen clipping 2: Step 1 TIMS Career Item

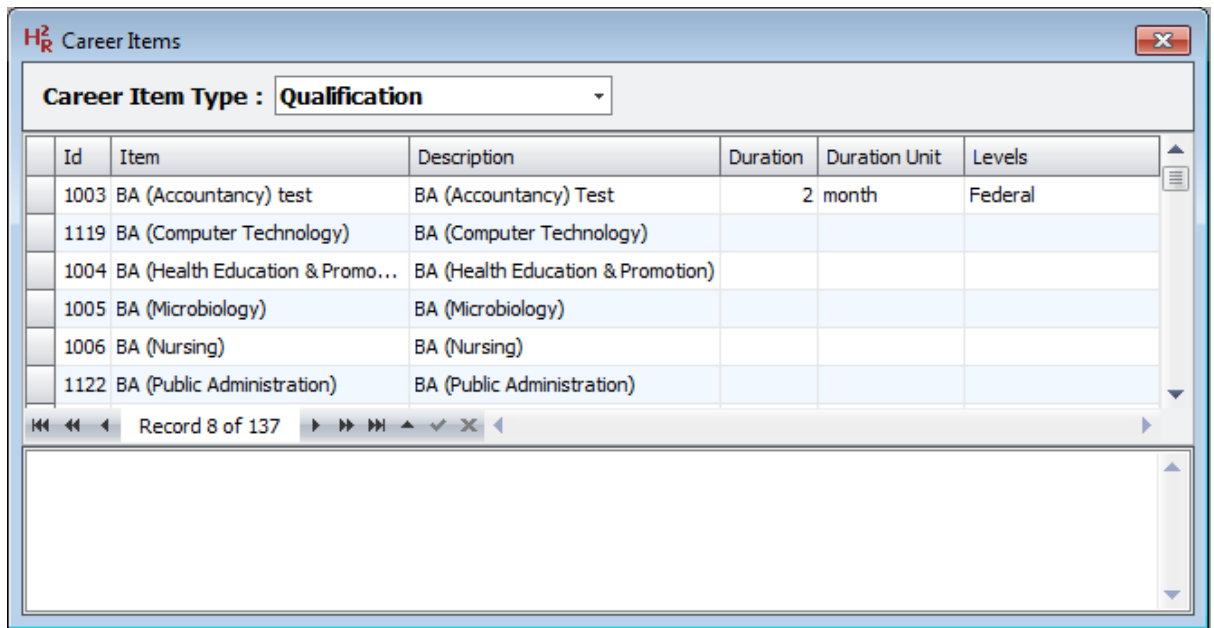
Step 2

Note to the right of "Career Item Type:" a single white data field with a black open arrow pointing downwards. When we click on this black arrow once with a left mouse button we notice that there are 4 different types of "Career Development" listed as; Qualification, Course, Skill and Training. See screen clipping 1 below.



Screen clipping 2: Step 2 TIMS Add Career Item

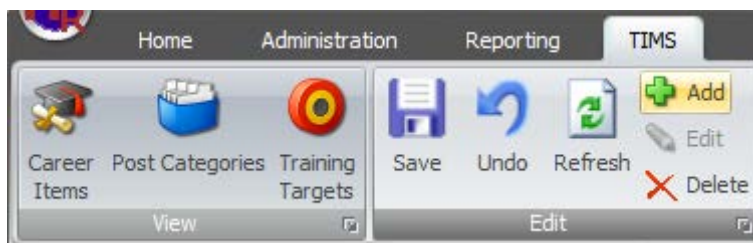
Select the Career Item Type you want to work with. We will use "Qualification" as an example. Once you have selected the Qualification option Qualifications will be listed as shown in clipping 3 below.



Screen clipping 3: Step 2 TIMS Add Career Item

Step 3

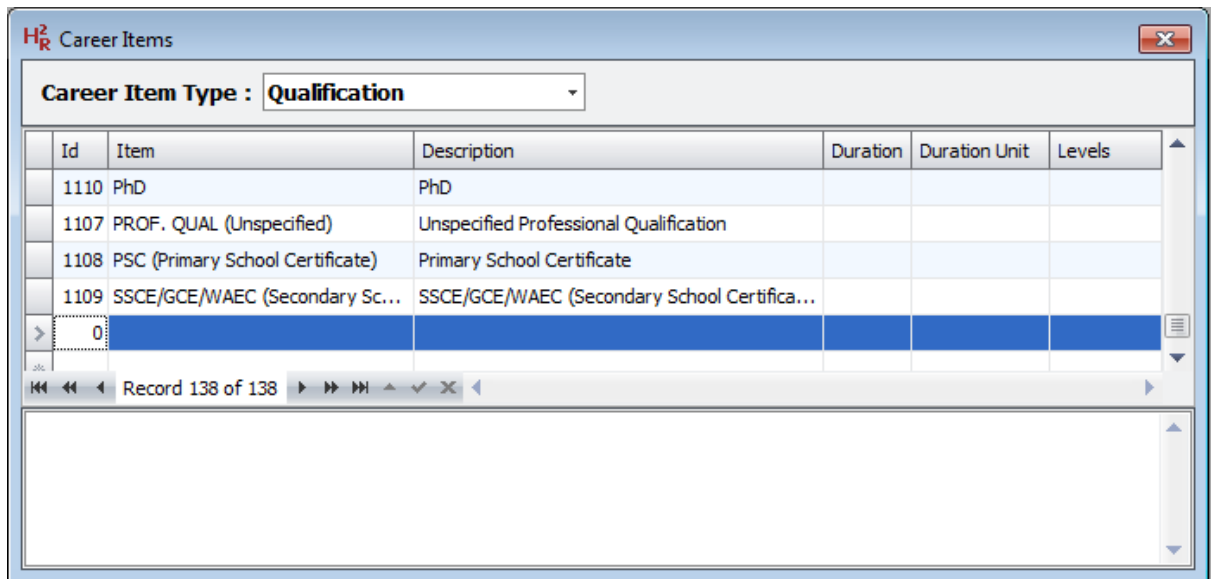
Click the Add icon in the "Edit" console with one left click of the mouse button.
See screen clipping 4.



Screen clipping 4: Step 3 TIMS Add Career Item

A blank record will appear as shown in Clipping 5.

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H² Career Items

Career Item Type : **Qualification**

Id	Item	Description	Duration	Duration Unit	Levels
1110	PhD	PhD			
1107	PROF. QUAL (Unspecified)	Unspecified Professional Qualification			
1108	PSC (Primary School Certificate)	Primary School Certificate			
1109	SSCE/GCE/WAEC (Secondary Sc...	SSCE/GCE/WAEC (Secondary School Certifica...			
0					

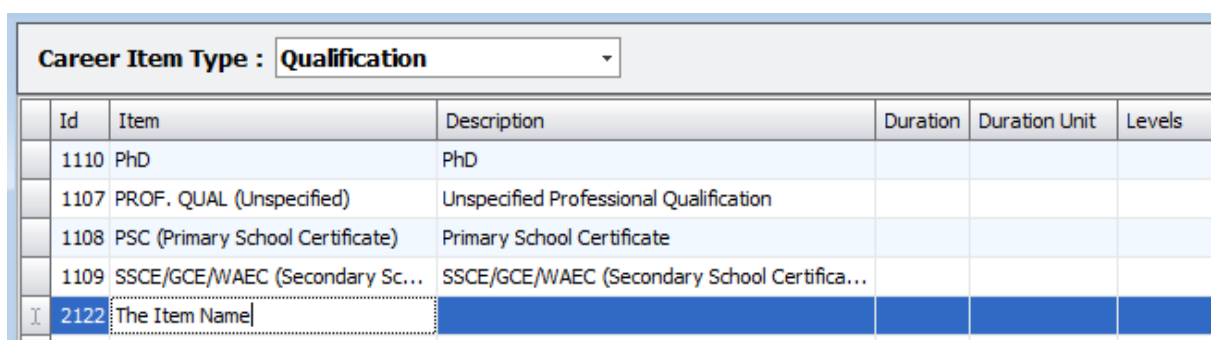
Record 138 of 138

Screen clipping 5: Step 3 TIMS Add Career Item

The columns "Item" and "Description" are compulsory and must be filled in. The others are optional. The white space below can be used for remarks.

Step 4

Click on the new record shown in blue under the column you want to write in and it will turn white, the cursor will now automatically start flashing in this white box and we may type the name of the Item name here. See Clipping 6.



H² Career Items

Career Item Type : **Qualification**

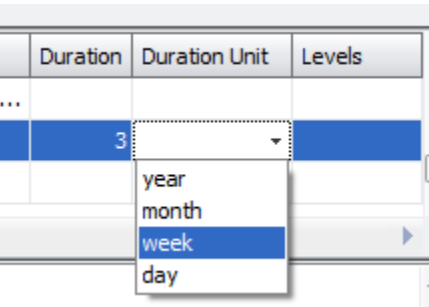
Id	Item	Description	Duration	Duration Unit	Levels
1110	PhD	PhD			
1107	PROF. QUAL (Unspecified)	Unspecified Professional Qualification			
1108	PSC (Primary School Certificate)	Primary School Certificate			
1109	SSCE/GCE/WAEC (Secondary Sc...	SSCE/GCE/WAEC (Secondary School Certifica...			
2122	The Item Name				

Screen clipping 6: Step 4 TIMS Add Career Item

Do the same with the description column adding a description here.

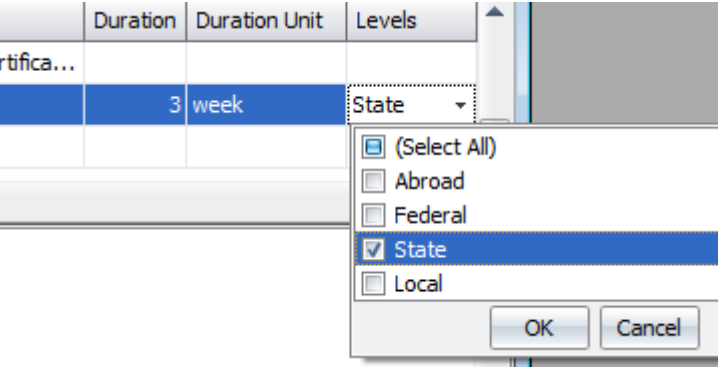
In the Duration column a number can be added. When you click in the

“Duration unit” column a list of 4 options will appear as shown in clipping 7.



Screen clipping 7: Step 4 TIMS Add Career Item

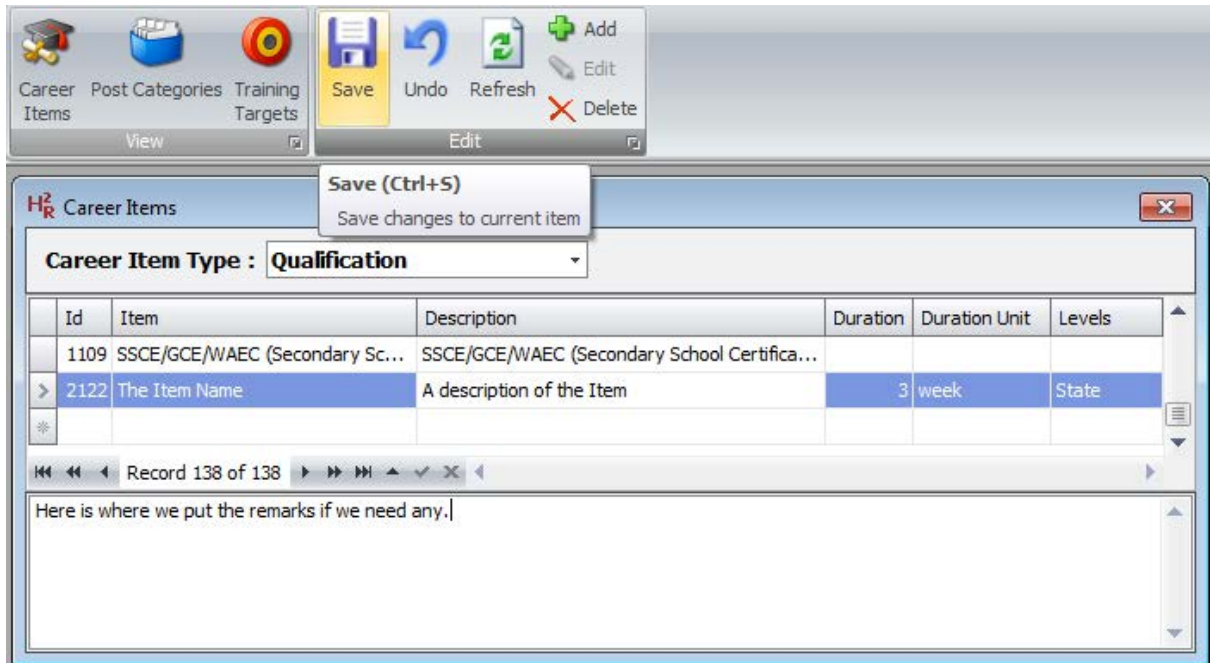
When you click in the “Levels” column a list of 5 options will appear as shown in clipping 8.



Screen clipping 8: Step 4 TIMS Add Career Item

Step 5

To save the new Career Item click the Save icon in the "Edit" console with one left click of the mouse button. See screen clipping 9.



Screen clipping 9: Step 5 TIMS Add Career Item

8.1.3 TIMS - Editing a Career Item

Step 1

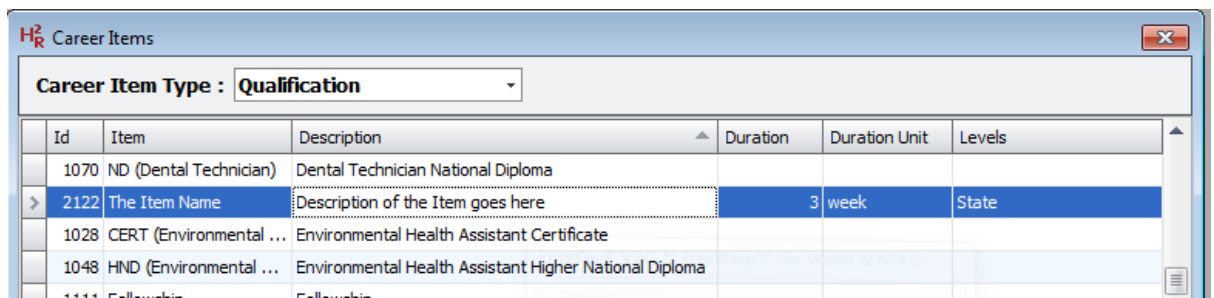
To select the "Career Item Type" you want to edit go to the Career Items screen.

See 8.1.2 Adding a new career Item - Step 1 and Step 2 which shows you how to select the "Career Item Type" you want to edit.

Step 2

Select the "Career Item" you want to edit.

See screen clipping 1.



Id	Item	Description	Duration	Duration Unit	Levels
1070	ND (Dental Technician)	Dental Technician National Diploma			
2122	The Item Name	Description of the Item goes here	3	week	State
1028	CERT (Environmental ...)	Environmental Health Assistant Certificate			
1048	HND (Environmental ...)	Environmental Health Assistant Higher National Diploma			
1111	Foundation	Foundation			

Screen clipping 1: Step 2 TIMS Edit a Career Item

Step 3

To edit the selected "Career Item" click the Edit icon in the "Edit" console with one left click of the mouse button. See screen clipping 2.



Screen clipping 2: Step 3 TIMS Edit a Career Item

Step 4

Edit the data by clicking in a column on the record and changing the text or selection. The Id cannot be changed. The Item's text must be unique otherwise an error message will be shown.

Step 5

To save the changes made to the "Career Item" click the Save icon in the "Edit" console with one left click of the mouse button. See screen clipping 3.



Screen clipping 3: Step 5 TIMS Edit a Career Item

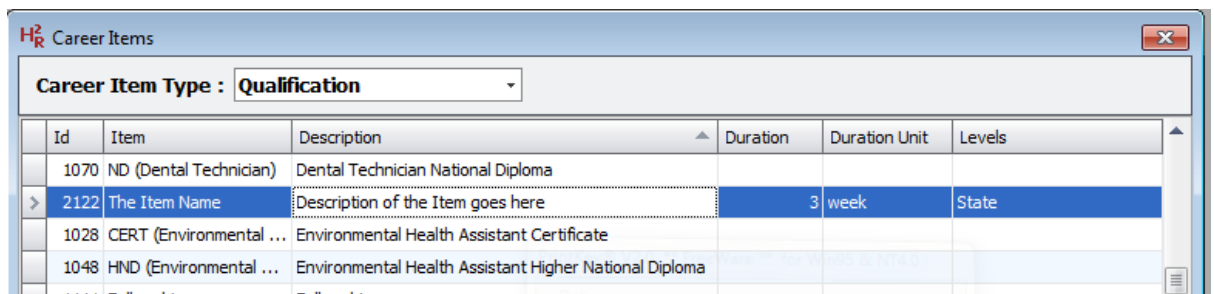
8.1.4 TIMS - Deleting a Career Item

Step 1

To select the "Career Item" you want to delete follow the instructions above.

See 8.1.3 TIMS - Editing a Career Item Step 1 and Step 2.

The result will be as shown in Clipping 1.

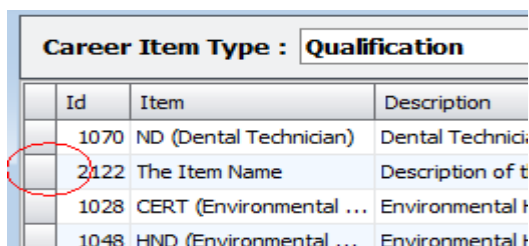


H ² R Career Items					
Career Item Type : Qualification					
Id	Item	Description	Duration	Duration Unit	Levels
1070	ND (Dental Technician)	Dental Technician National Diploma			
2122	The Item Name	Description of the Item goes here	3	week	State
1028	CERT (Environmental ...)	Environmental Health Assistant Certificate			
1048	HND (Environmental ...)	Environmental Health Assistant Higher National Diploma			

Screen clipping 1: Step 1 TIMS Delete a Career Item

Note:

A record which in this case is Id 2122 can be in different modes (Not selected, Edit and Selected). The clippings 3, 4 and 5 below show the different modes.



Career Item Type : Qualification		
Id	Item	Description
1070	ND (Dental Technician)	Dental Technici
2122	The Item Name	Description of t
1028	CERT (Environmental ...)	Environmental t
1048	HND (Environmental ...)	Environmental t

Screen clipping 3: Record Not Selected

Career Item Type : Qualification			
	Id	Item	Description
	1070	ND (Dental Technician)	Dental Technician
	2122	The Item Name	Description of th
	1028	CERT (Environmental ...	Environmental H
	1048	HND (Environmental ...	Environmental H

Screen clipping 4: Record in Edit Mode

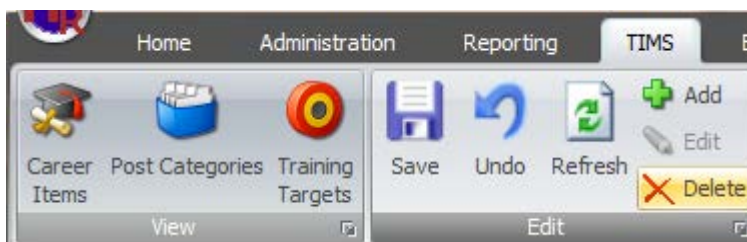
Career Item Type : Qualification			
	Id	Item	Description
	1070	ND (Dental Technician)	Dental Technician
	2122	The Item Name	Description of th
	1028	CERT (Environmental ...	Environmental H
	1048	HND (Environmental ...	Environmental H

Screen clipping 5: Record in Selected Mode

Selected Mode is the desired mode for deleting a record and to do this you need to click the mouse pointer where the > is shown in clipping 5 above.

Step 2

To delete the selected "Career Item" click the Delete icon in the "Edit" console with one left click of the mouse button. See screen clipping 2. If the Career Item has not been used by any Employee it will be deleted.



Screen clipping 2: Step 2 TIMS Delete a Career Item

8.2 Post Category

8.2.1 TIMS - Overview of Post Category

Post Categories – groups various posts (or post cadres) into groups which makes reporting easier. E.g. AM – Administrative Management will include all the posts related to Admin a management for administrative related functions e.g. executive officer, accountant, logistics, procurement etc. The TIMS Post Categories should be exactly the same as the post categories in HRAdmin BUT it adds an even higher grouping to the hierarchy (Admin, Operational, Professional and Worker). This higher level grouping is what they use.

Post Cadre (or Posts) – illustrate the Scheme of service description linked to a range of specific salary grades/levels e.g. Accountant range between Lo8 – L13. Each salary level is linked to a specific post (or post cadre). See Screen clipping 1.

HRAdmin 2 – User Manual

H²R Post Categories

Abbreviation	Group	Description
None	Default	Default category
AM	Professional	Administrative Management
AP	Admin	Administrative Production
AS	Default	Administrative Supervisor
HNCS	Operational	Health Worker Non-Clinical Support
HPCH	Professional	Health Professional Community Health
HPDEN	Worker	Health Professional Dentist

Record 2 of 27

H²R Posts

Drag a column header here to group by that column

Po...	Abbrev.	Post	Category	Salary Grade
2		Accountant, Chief	AM	L13
3		Accountant, I	AM	L09
4		Accountant, II	AM	L08

Record 3 of 672

H²R Salary Grades

Grade	Description	Avg. Salary	Created	Modified
L08	Level 8		08/01/2010	08/01/2010
L09	Level 9		08/01/2010	08/01/2010
L10	Level 10		08/01/2010	08/01/2010

Notches

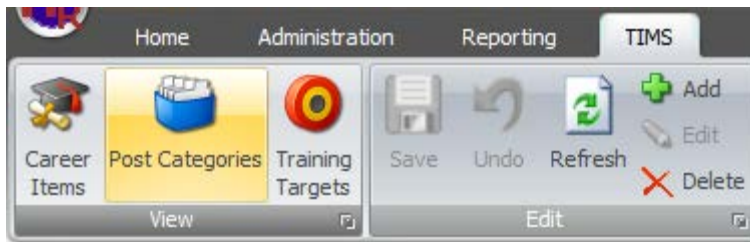
Notch	Notch Salary	Created	Modified	Modifier
1	347 583	08/01/2010	08/01/2010	Herbst, Kobus:kobush
2	359 522	08/01/2010	08/01/2010	Herbst, Kobus:kobush
3	371 460	08/01/2010	08/01/2010	Herbst, Kobus:kobush
4	383 397	08/01/2010	08/01/2010	Herbst, Kobus:kobush

Screen clipping 1: TIMS - Post Category

8.2.2 TIMS - Adding a new Post Category

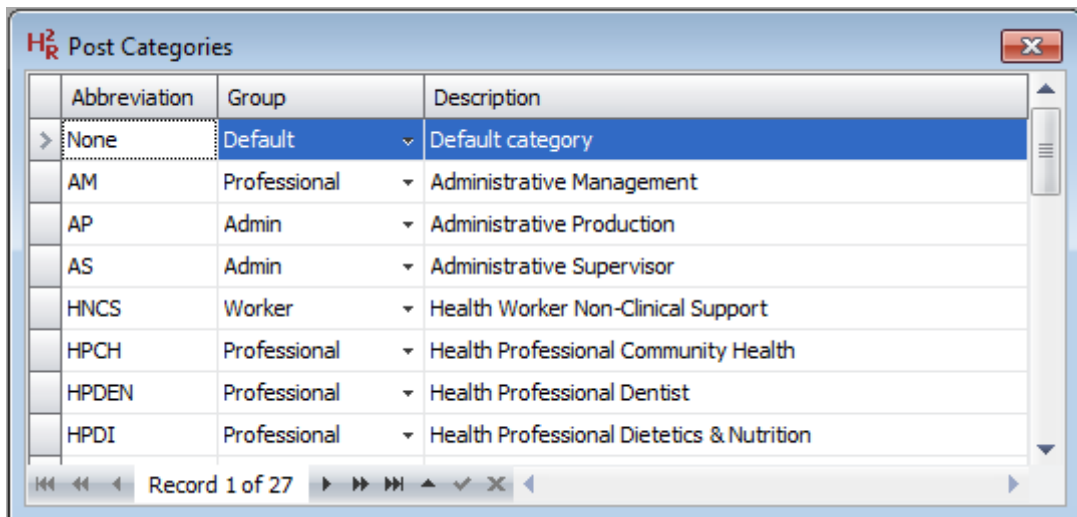
Step 1

Select the TIMS tab and then click the Post Categories Icon. See clipping 1 below.



Screen clipping 1: Step 1 TIMS Add Post Category

This will show the Career Items screen as shown in screen clipping 2 below.



Screen clipping 2: Step 1 TIMS Add Post Category

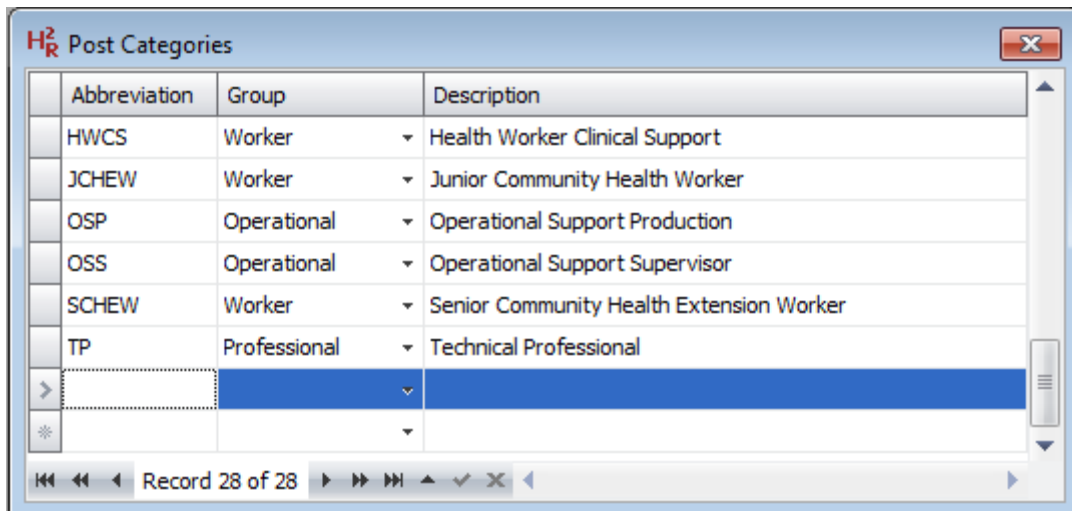
Step 2

Click the Add icon in the "Edit" console with one left click of the mouse button.
See screen clipping 3.



Screen clipping 3: Step 2 TIMS Add Post Category

A blank record will appear as shown in Clipping 4.

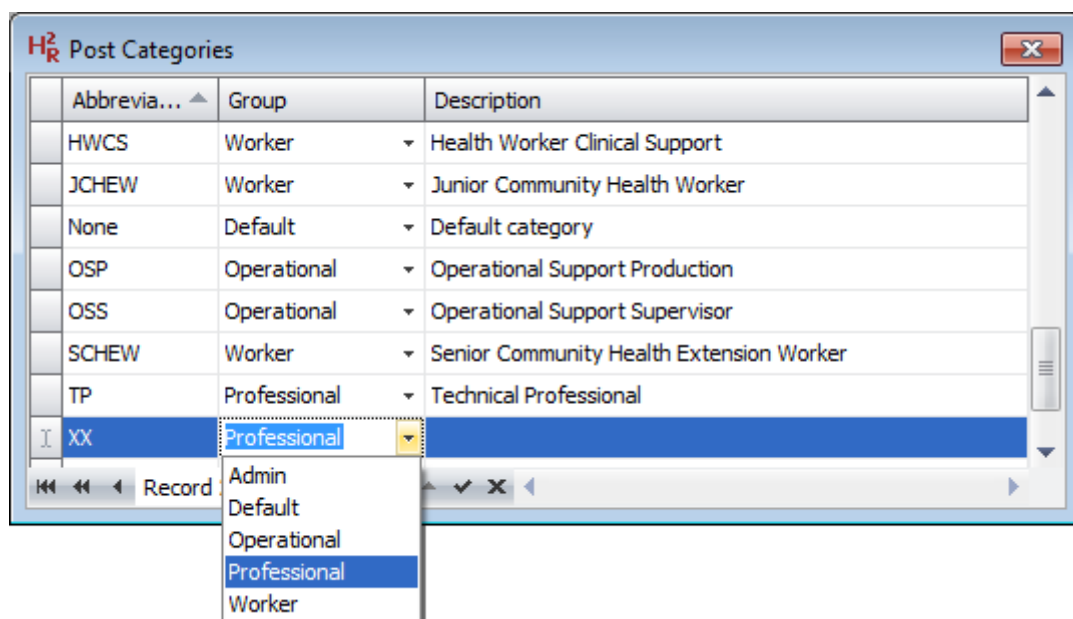


Screen clipping 4: Step 2 TIMS Add Post Category

Step 3

Enter the Abbreviation representing this new Post Category. We entered xx as an example. Note in the Group column to the right of the xx which we just entered there is a single white data field with a black arrow pointing downwards.

When we click on this black arrow once with a left mouse button 5 different group types are listed as: Admin, Default, Operational, Professional and Worker. See Screen clipping 5 below.

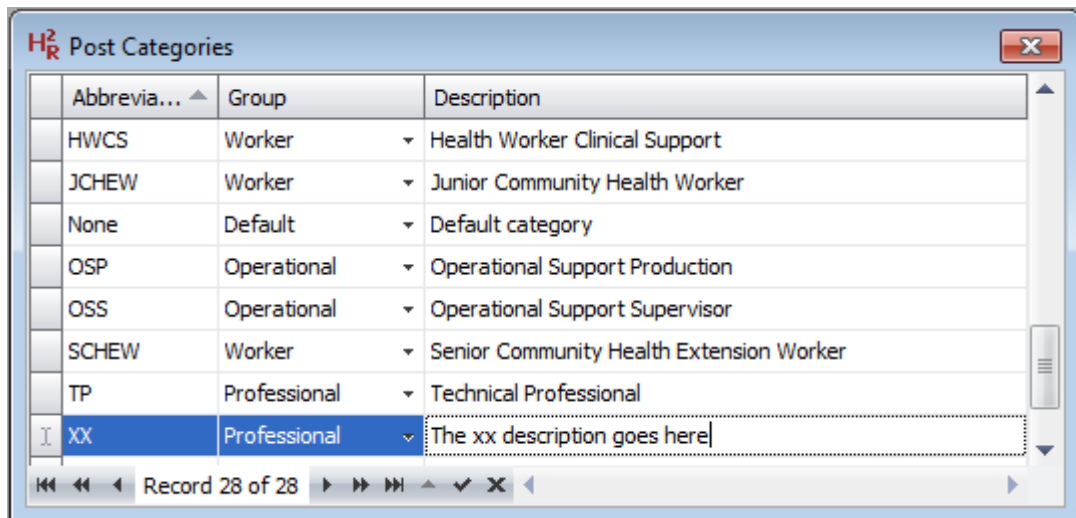


Screen clipping 5: Step 3 TIMS Add Post Category

Select the group you want this Post Category to fall under. We will use “Professional” as an example.

Click in the blue data field just right of the just added “Professional” Group. It will turn white. Type the description of the new Post Category here.

See Clipping 6 below.



Screen clipping 6: Step 3 TIMS Add Post Category

Step 4

To save the New added “Post Category” click the Save icon in the "Edit" console with one left click of the mouse button. See screen clipping 7.



Screen clipping 7: Step 4 TIMS Add Post Category

8.2.3 TIMS - Editing a Post Category

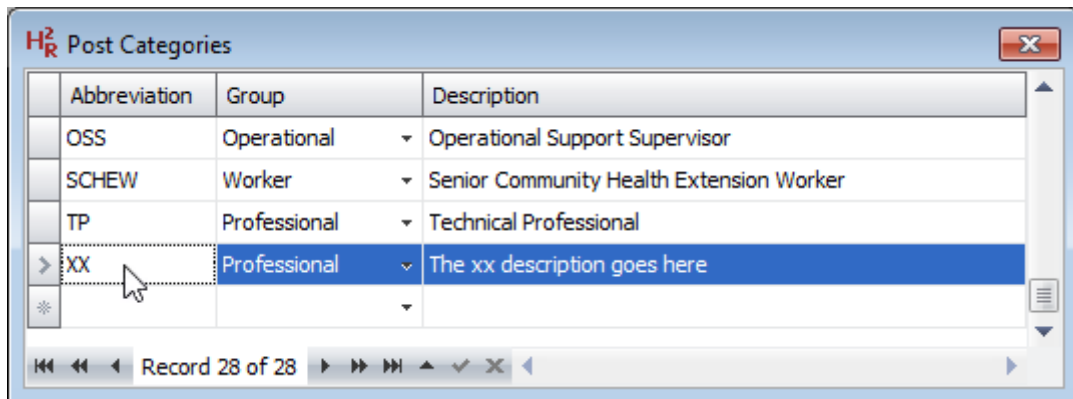
Step 1

To select the "Post Category" you want to edit go to the Post Categories screen.

See 8.2.2 Adding a new Post Category – Step.

Step 2

Select the "Post Category" you want to edit. See screen clipping 1.

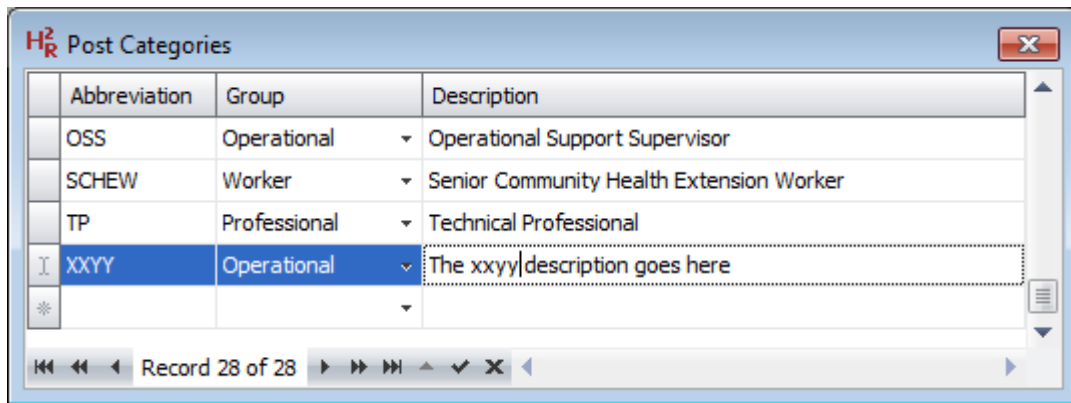


Screen clipping 1: Step 2 TIMS Edit a Post Category

Step 3

Change the Abbreviation, Group or Description as needed.

See clipping 2 as an example of an edited Post Category.



Screen clipping 2: Step 3 TIMS Edit a Post Category

Step 4

To save the edited "Post Category" click the Save icon in the "Edit" console with one left click of the mouse button. See screen clipping 7.



Screen clipping 7: Step 4 TIMS Edit a Post Category

8.2.4 TIMS - Deleting a Post Category

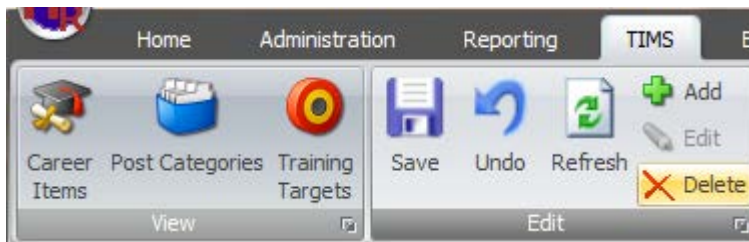
Step 1

To select the "Post Category" you want to delete go to the Post Categories screen.

See 8.2.3 Editing a Post Category – Step.1 and Step 2

Step 2

To delete the selected "Post Category" click the Delete icon in the "Edit" console with one left click of the mouse button. See screen clipping 1. If the Post Category has not been used by any Employee it will be deleted.

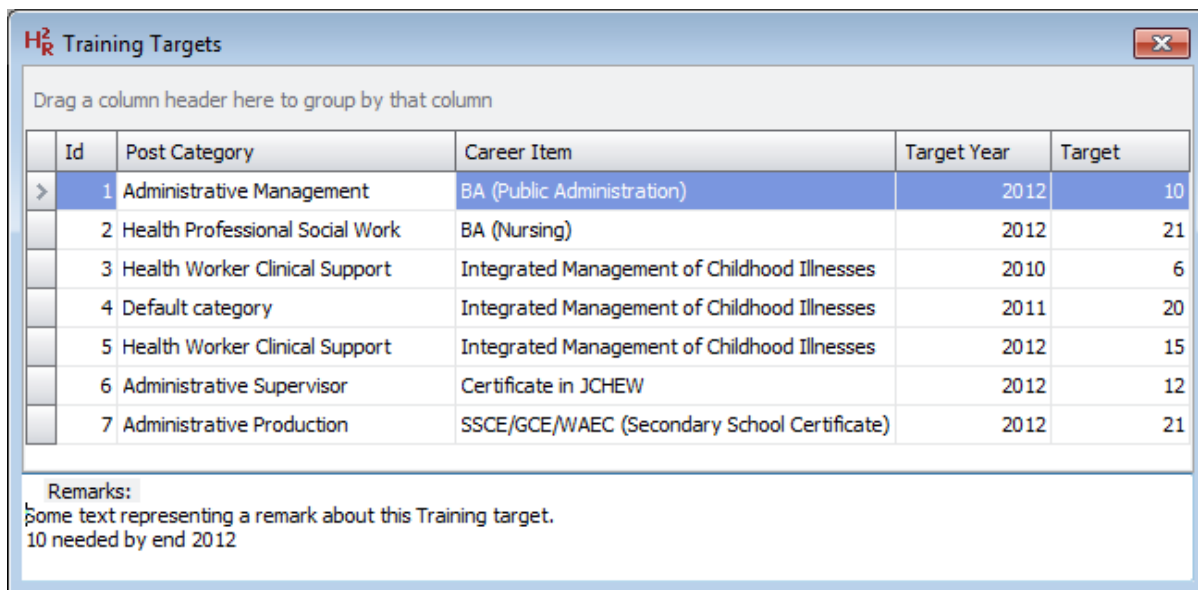


Screen clipping 1: Step 2 TIMS Delete a Post Category

8.3 Training Targets

8.3.1 TIMS - Overview of Training Targets

Training targets refer to the number (target number) that the MoH wants to train in a specific post cadre/category by a certain year (Target Year).
See Screen clipping 1.



HR² Training Targets

Drag a column header here to group by that column

	Id	Post Category	Career Item	Target Year	Target
>	1	Administrative Management	BA (Public Administration)	2012	10
	2	Health Professional Social Work	BA (Nursing)	2012	21
	3	Health Worker Clinical Support	Integrated Management of Childhood Illnesses	2010	6
	4	Default category	Integrated Management of Childhood Illnesses	2011	20
	5	Health Worker Clinical Support	Integrated Management of Childhood Illnesses	2012	15
	6	Administrative Supervisor	Certificate in JCHEW	2012	12
	7	Administrative Production	SSCE/GCE/WAEC (Secondary School Certificate)	2012	21

Remarks:
some text representing a remark about this Training target.
10 needed by end 2012

Screen clipping 1: Step 1 TIMS Add Training Targets

8.3.2 TIMS - Adding a new Training Target

Step 1

Select the TIMS tab and then click the Training Targets Icon. See clipping 1 below.



Screen clipping 1: Step 1 TIMS Add Training Targets

This will show the Training Targets screen as shown in screen clipping 2 below.

H ² Training Targets				
Drag a column header here to group by that column				
	Id	Post Category	Career Item	Target Year
>	1	Administrative Management	BA (Public Administration)	2012
	2	Health Professional Social Work	BA (Nursing)	2012
	3	Health Worker Clinical Support	Integrated Management of Childhood Illnesses	2010
	4	Default category	Integrated Management of Childhood Illnesses	2011
	5	Health Worker Clinical Support	Integrated Management of Childhood Illnesses	2012
	6	Administrative Supervisor	Certificate in JCHEW	2012
	7	Administrative Production	SSCE/GCE/WAEC (Secondary School Certific...	2012

Screen clipping 2: Step 1 TIMS Add Training Targets

Step 2

Click the Add icon in the "Edit" console with one left click of the mouse button.
See screen clipping 3.



Screen clipping 3: Step 2 Tims Add Training Targets

This will show the Add Training Targets screen as shown in screen clipping 4.

Select Post Category:

Abbreviation	Description	Group
> None	Default category	Default
AM	Administrative Management	Professional
AP	Administrative Production	Admin
AS	Administrative Supervisor	Admin
HNCS	Health Worker Non-Clinical Support	Worker

Select Career Item Type: Qualification **Select Career Item:**

Item	Description
> BA (Accountancy) test	BA (Accountancy) Test
BA (Computer Technology)	BA (Computer Technology)
BA (Health Education & Promotion)	BA (Health Education & Promotion)
BA (Microbiology)	BA (Microbiology)
BA (Nursing)	BA (Nursing)
BA (Public Administration)	BA (Public Administration)
BA (Theatre Nursing)	BA (Theatre Nursing)

Target Year: 2010

Target: 0

Remarks:

Save Cancel

Screen clipping 4: Step 2 TIMS Add Training Targets

Note: Now we need to select the Course, Target Year and Number of people we need trained by that Target Year.

Step 3

Select a "Post Category" by holding your mouse over "AM" in the "Abbreviation" column of the "Post Category Grid above" and click it once with a single left click of your mouse. See screen clipping 5 below.

Step 4

Note in the middle of the screen there is a black open arrow pointing downwards. When we click on this black arrow once with a left mouse button we notice that there are 4 different types of "Career Development" listed as; Qualification, Course, Skill and Training.

Let us select Qualification as the career type we want to add to our Training Target by clicking on the black arrow once, with the menu now open, hold your mouse over "Qualification" title and click once with your left mouse button. See screen clipping 5 below.

Step 5

Select a "Career Item" by holding your mouse over "BA (Nursing)" in the "Item" column of the "Career Item" Grid below and click it once with a single left click of your mouse. See screen clipping 5 below.

Step 6

Now enter the Target Year, Target and Remarks as shown in Clipping 5 below.

Select Post Category:

Abbreviation	Description	Group
None	Default category	Default
> AM	Administrative Management	Professional
AP	Administrative Production	Admin
AS	Administrative Supervisor	Admin
HNCS	Health Worker Non-Clinical Support	Worker

Select Career Item Type: Qualification **Select Career Item:**

Item	Description
BA (Accountancy) test	BA (Accountancy) Test
BA (Computer Technology)	BA (Computer Technology)
BA (Health Education & Promotion)	BA (Health Education & Promotion)
BA (Microbiology)	BA (Microbiology)
> BA (Nursing)	BA (Nursing)
BA (Public Administration)	BA (Public Administration)
BA (Theatre Nursing)	BA (Theatre Nursing)

Target Year: 2014

Target: 12

Remarks: A Remark can go here and can have Reasons for the shortage and anything pertaining to the Target amounts.

Save Cancel

Screen clipping 5: Steps 3,4,5,6,7 TIMS Add Training Targets

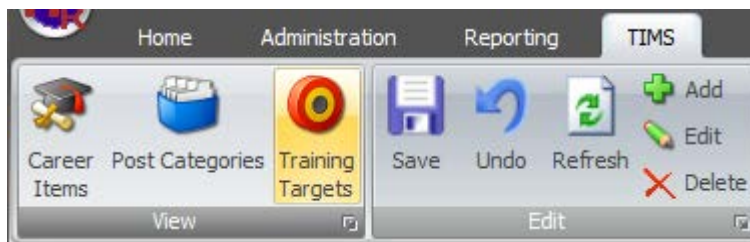
Step 7

Now click the Save button that is at the bottom of the "Add Training Target" screen. This will save a new "Training Target" record.

8.3.3 TIMS - Editing a Training Target

Step 1

Select the TIMS tab and then click the Training Targets Icon. See clipping 1 below.



Screen clipping 1: Step 1 TIMS Edit Training Targets

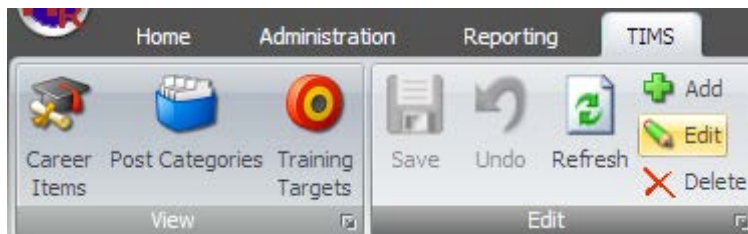
This will show the Training Targets screen as shown in screen clipping 2 below.

H ² R Training Targets				
Drag a column header here to group by that column				
	Id	Post Category	Career Item	Target Year
>	1	Administrative Management	BA (Public Administration)	2012
	2	Health Professional Social Work	BA (Nursing)	2012
	3	Health Worker Clinical Support	Integrated Management of Childhood Illnesses	2010
	4	Default category	Integrated Management of Childhood Illnesses	2011
	5	Health Worker Clinical Support	Integrated Management of Childhood Illnesses	2012
	6	Administrative Supervisor	Certificate in JCHEW	2012
	7	Administrative Production	SSCE/GCE/WAEC (Secondary School Certific...	2012
Remarks: Some text representing a remark about this Training target. 0 needed by end 2012				

Screen clipping 2: Step 1 TIMS Edit Training Targets

Step 2

Click the Edit icon in the "Edit" console with one left click of the mouse button.
See screen clipping 3.



Screen clipping 3: Step 2 TIMS Edit Training Targets

This will show the Update Training Targets screen as shown in screen clipping 4.

Select Post Category:

Abbreviation	Description	Group
> HPSW	Health Professional Social Work	Professional
HWCS	Health Worker Clinical Support	Worker
JCHEW	Junior Community Health Worker	Worker
OSP	Operational Support Production	Operational
OSS	Operational Support Supervisor	Operational

Select Career Item Type: Qualification **Select Career Item:**

Item	Description
BA (Accountancy) test	BA (Accountancy) Test
BA (Computer Technology)	BA (Computer Technology)
BA (Health Education & Promotion)	BA (Health Education & Promotion)
BA (Microbiology)	BA (Microbiology)
> BA (Nursing)	BA (Nursing)
BA (Public Administration)	BA (Public Administration)
BA (Theatre Nursing)	BA (Theatre Nursing)

Target Year: 2015 Remarks: Need Qualified Nurses Badly

Target: 21

Save Cancel

Screen clipping 4: Step 2 TIMS Edit Training Targets

Step 3

By Clicking in the appropriate grid make the changes that are needed.

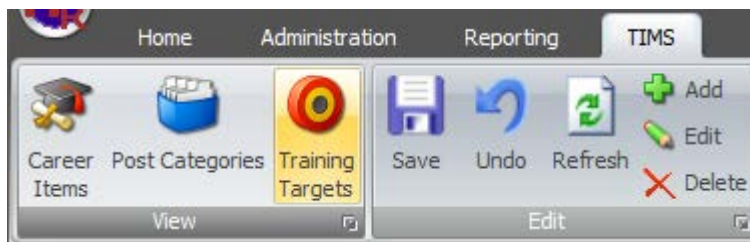
Step 4

Now click the Save button that is at the bottom of the "Update Training Target" screen. This will save the Edited/Updated "Training Target" record.

8.3.4 TIMS - Deleting a Training Target

Step 1

Select the TIMS tab and then click the Training Targets Icon. See clipping 1 below.



Screen clipping 1: Step 1 TIMS Edit Training Targets

This will show the Training Targets screen as shown in screen clipping 2 below.

H ² R Training Targets				
Drag a column header here to group by that column				
	Id	Post Category	Career Item	Target Year
>	1	Administrative Management	BA (Public Administration)	2012
	2	Health Professional Social Work	BA (Nursing)	2012
	3	Health Worker Clinical Support	Integrated Management of Childhood Illnesses	2010
	4	Default category	Integrated Management of Childhood Illnesses	2011
	5	Health Worker Clinical Support	Integrated Management of Childhood Illnesses	2012
	6	Administrative Supervisor	Certificate in JCHEW	2012
	7	Administrative Production	SSCE/GCE/WAEC (Secondary School Certific...	2012
Remarks: Some text representing a remark about this Training target. 0 needed by end 2012				

Screen clipping 2: Step 1 TIMS Edit Training Targets

Step 2

Select the "Training Target" Record you want to delete by holding your mouse over the row of the Training Target you want to delete and then click once with the left mouse button. This will select the record to delete.

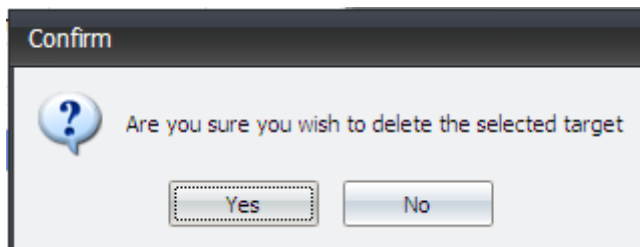
Step 3

Click the Delete icon in the "Edit" console with one left click of the mouse button. See screen clipping 3.



Screen clipping 3: Step 3 TIMS Edit Training Targets

A confirmation dialog will be shown as in Clipping 4.



Screen clipping 4: Step 3 TIMS Edit Training Targets

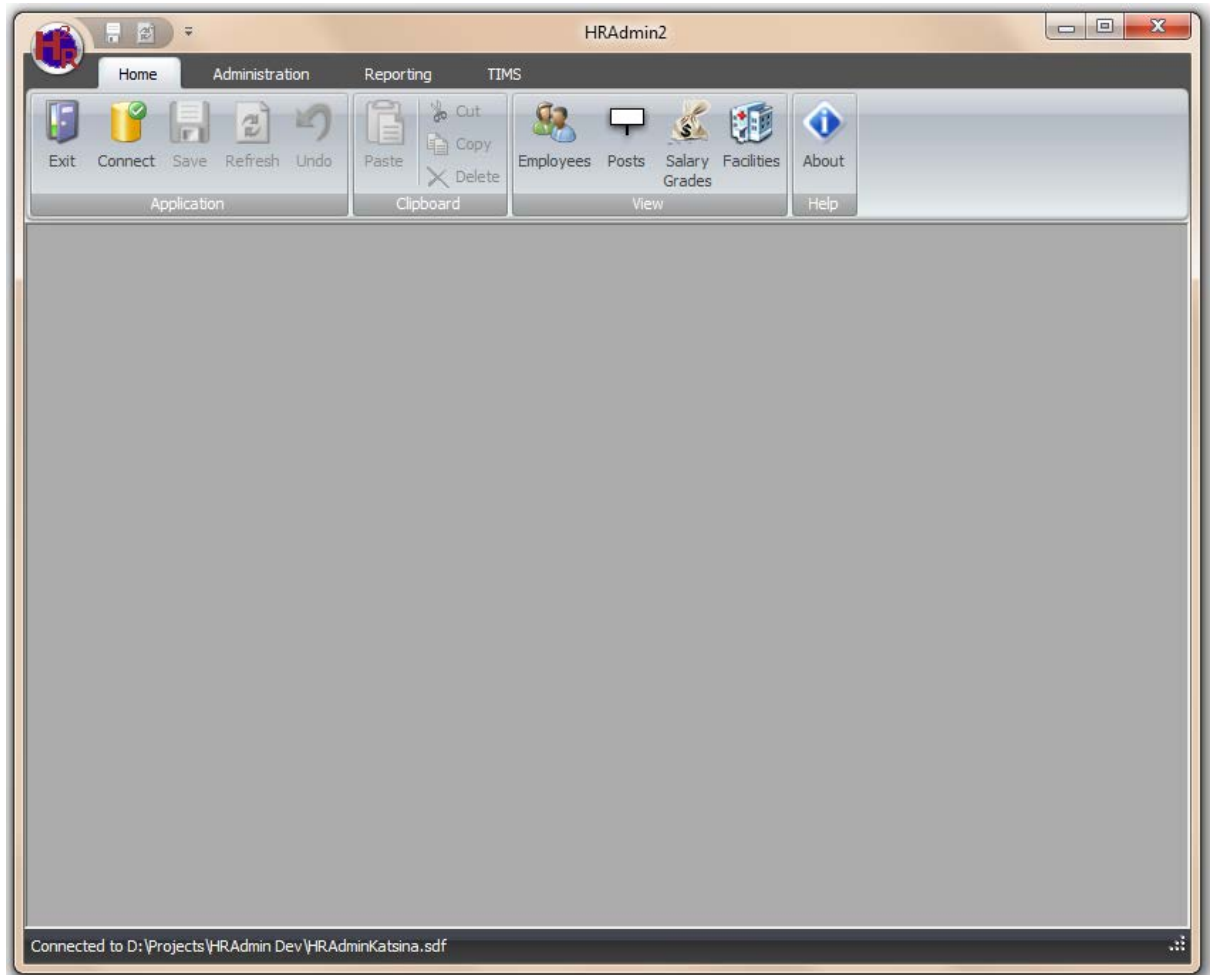
Step 4

Click the "Yes" button to proceed with deleting the selected Record or Click the "No" button to abort deleting the record. If you clicked "Yes" the record will disappear from the grid.

Editing a Posts Cadre

Step 1:

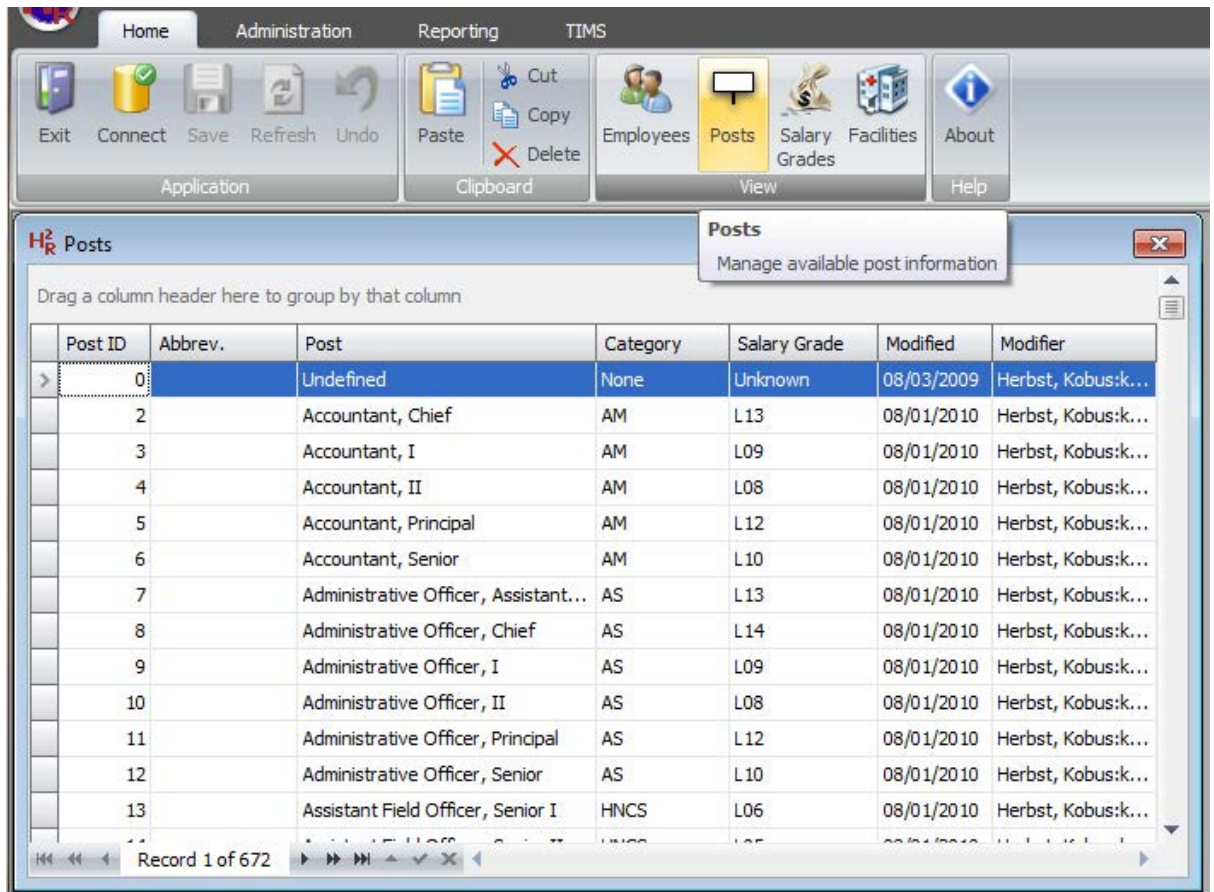
To edit a "Post" we have to start by looking at our main window. See screen clipping 1 below.



Screen clipping 1: Step 1 Editing Posts

Step 2:

Hold your mouse cursor over the "Posts" icon in the "View" console and click on it once with a single left mouse click. A window with a list of posts will appear. See screen clipping 2 below.



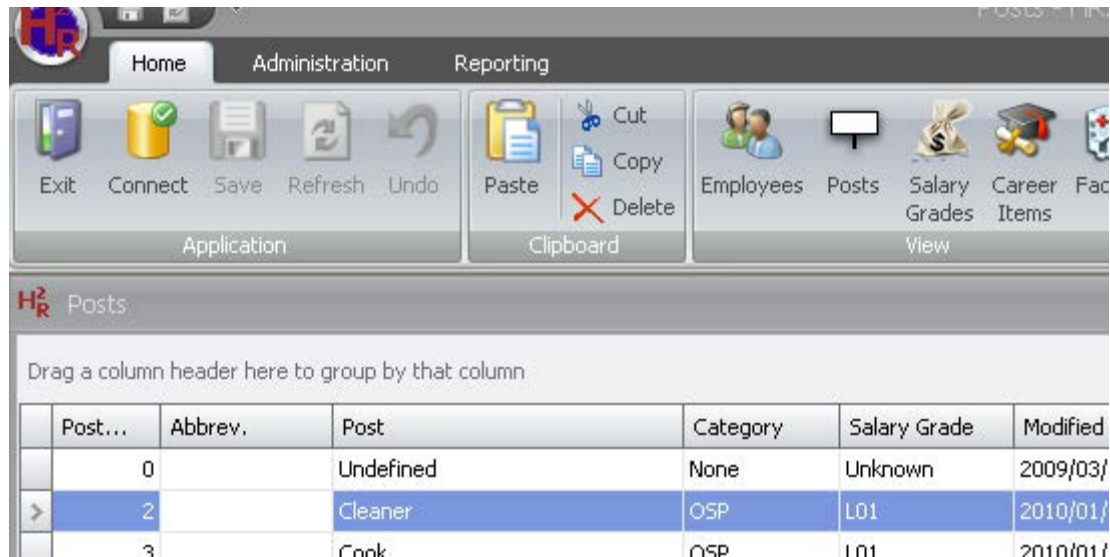
Screen clipping 2: Step 2 Editing Posts

Step 3:

To edit a current post, left click once with your mouse on the post called "Cleaner" which can be found 2nd from the top. Once it is selected it will be highlighted in a blue line from the left side of the screen to the right side.

Step 4:

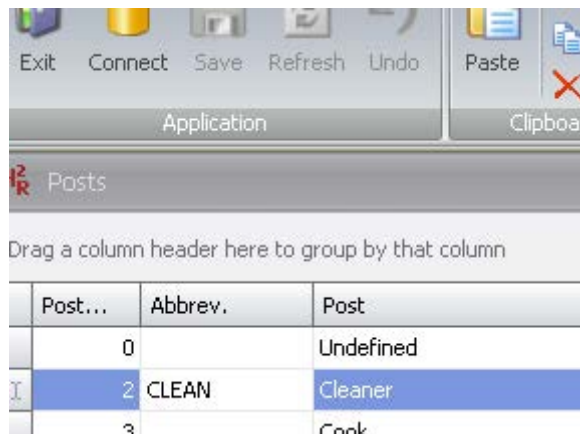
To add an abbreviation to our post, left click on the "Abbrev" column once with a single click of the mouse. Notice that the block is white and there is a cursor flashing in the abbreviation column. See screen clipping 3 below.



Screen clipping 3: Step 4 Editing Posts

Step 5:

Type an abbreviation into this block, for this step I have chosen to use "CLEAN" as my abbreviation. You as the program user may use your own abbreviation. See screen clipping 4 below.



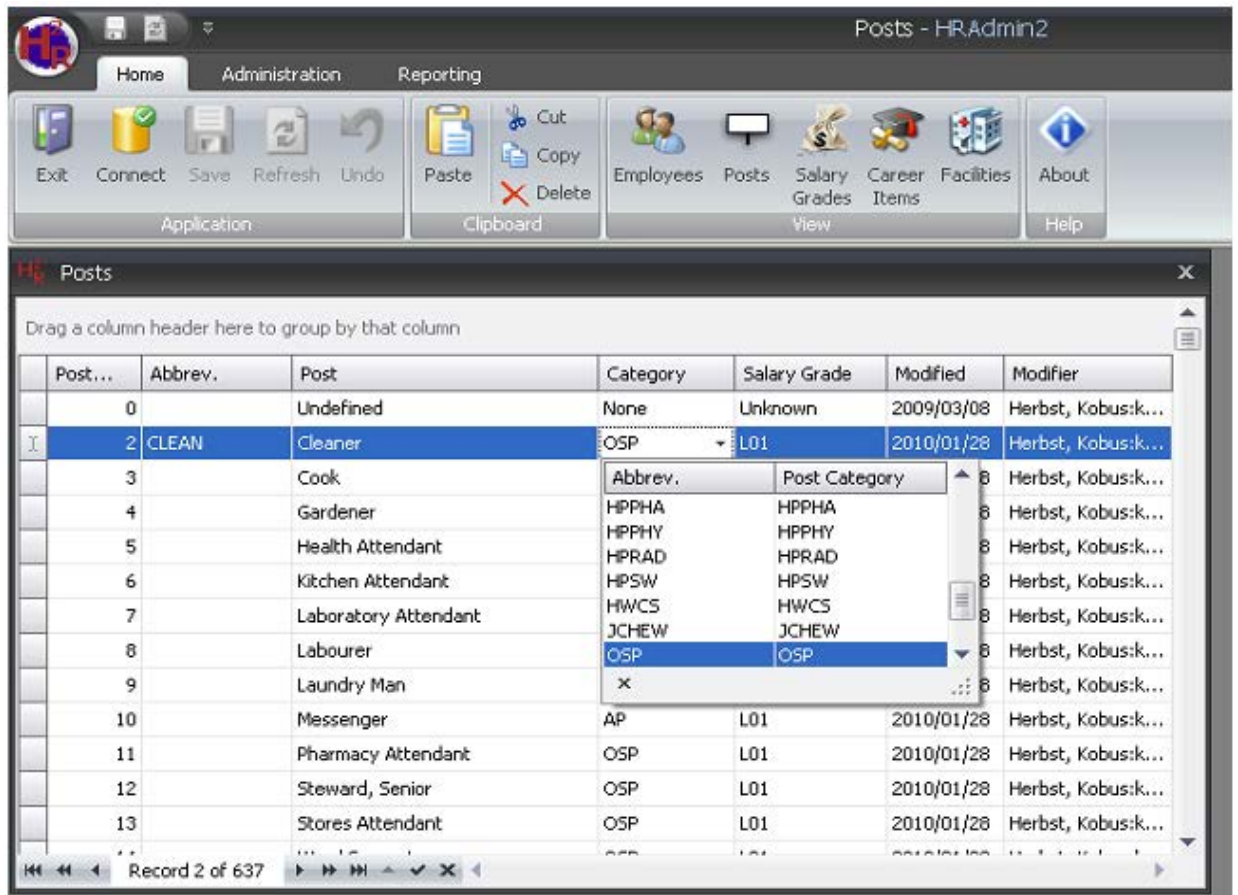
Screen clipping 4: Step 5 Editing Posts

Step 6:

You may also edit the post title; Cleaner in this same manner. To edit or change the "Category" and "Salary grade" title we will have to follow different steps.

Step 7:

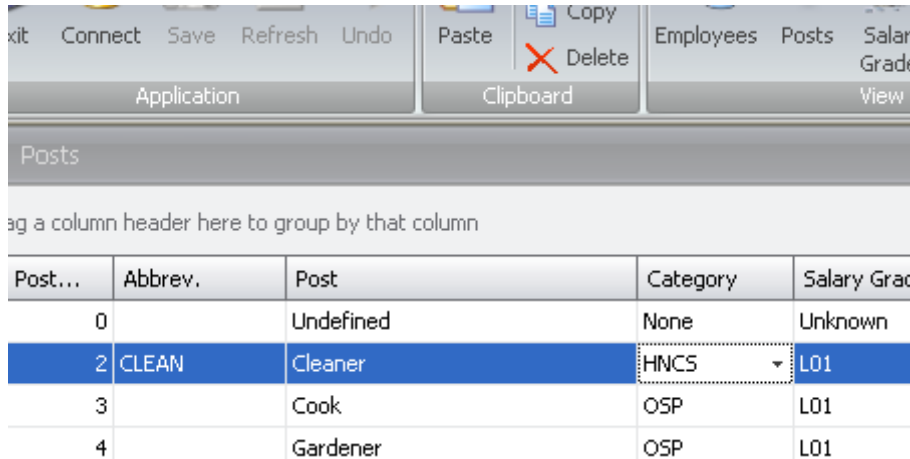
To edit "Category" hold your mouse over the "OSP" title in the "Category" line and click on it once with a single left mouse click. A menu will now appear. See screen clipping 5 below.



Screen clipping 5: Step 7 Editing Posts

Step 8:

To select a new "Category" browse through the option in the menu that has opened and select the appropriate category by clicking on it once with a single left click of your left mouse button. See screen clipping 6 below for my new category choice.



Post...	Abbrev.	Post	Category	Salary Grade
0		Undefined	None	Unknown
2	CLEAN	Cleaner	HNCS	L01
3		Cook	OSP	L01
4		Gardener	OSP	L01

Screen clipping 6: Step 8 Editing Posts

Step 9:

To select a new "Salary grade" for your cleaner follow the same method used in step 8 above. See screen clipping 7 below for my new "Salary grade"



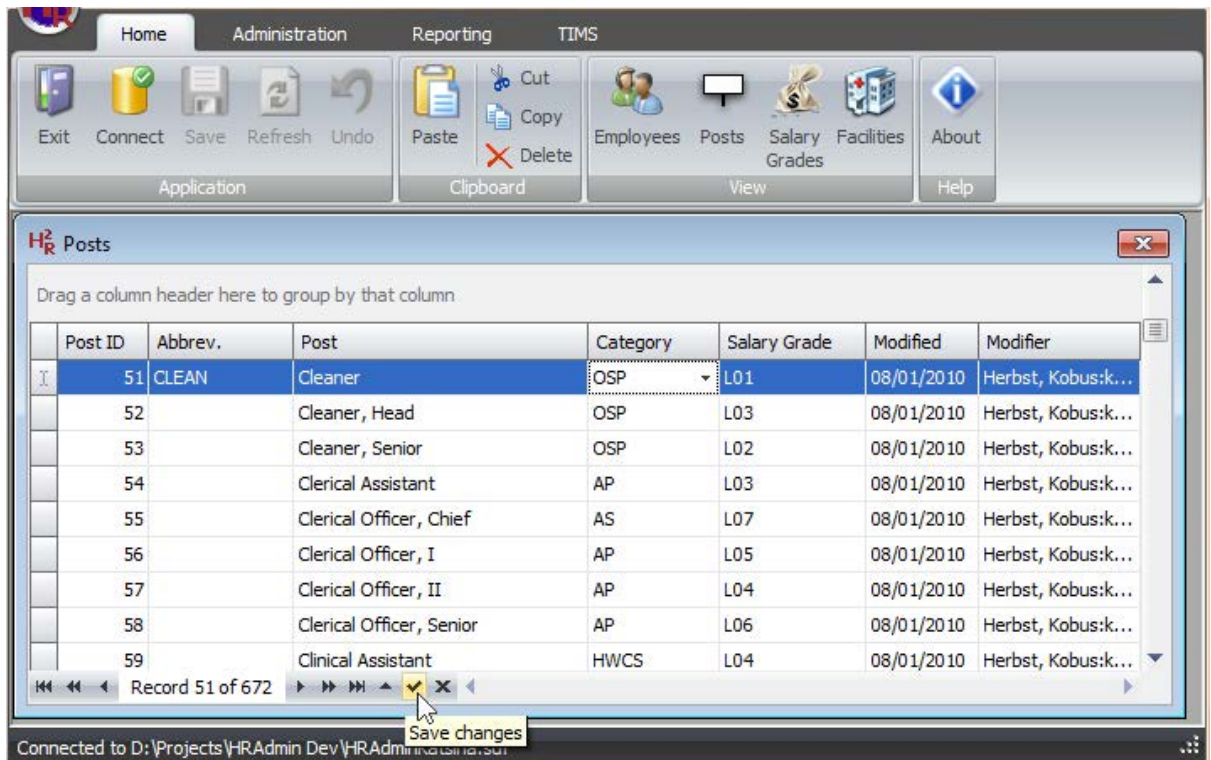
Post...	Abbrev.	Post	Category	Salary Grade	Modified
0		Undefined	None	Unknown	2009/01/01
2	CLEAN	Cleaner	OSP	L02	2010/01/01
3		Cook	OSP	L01	2010/01/01

Screen clipping 7: Step 9 Editing Posts

HRAdmin 2 – User Manual

Step 10:

Once you are happy and all editing is done, you have to click on the "Save changes" tick at the bottom of the screen. See screen clipping.



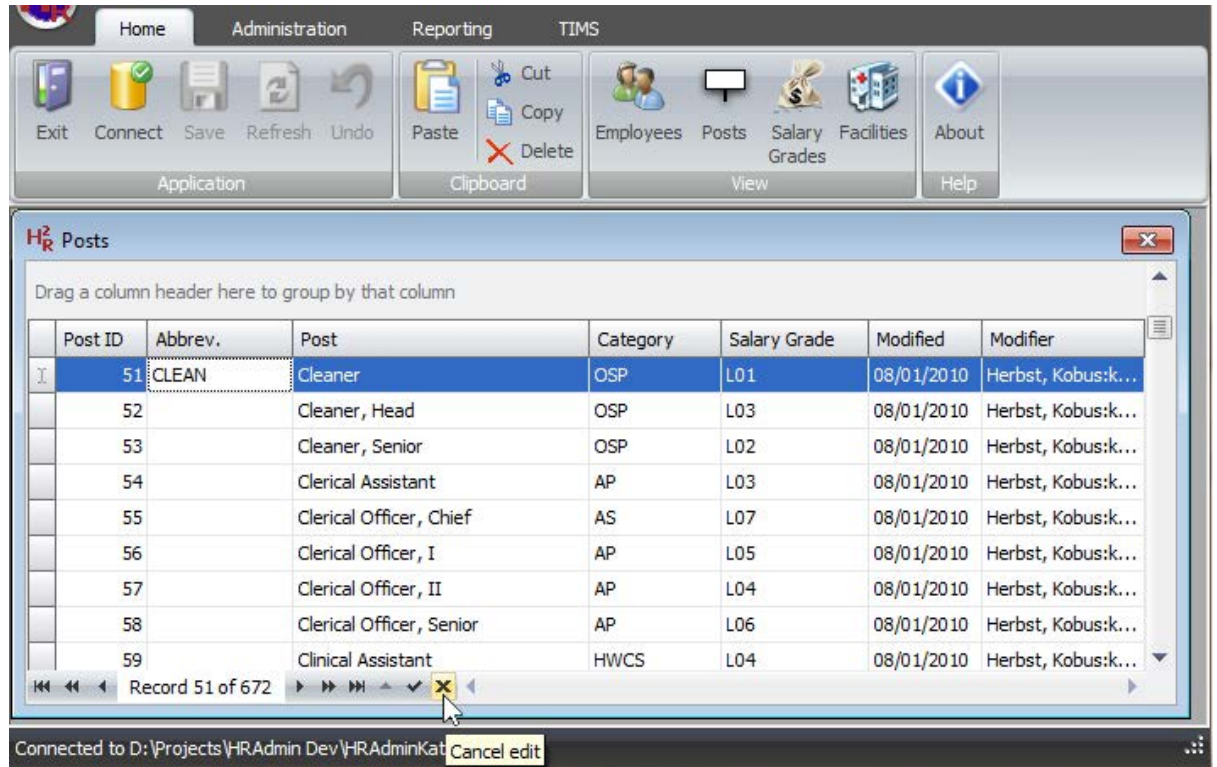
Screen clipping 8: Step 10 Editing Posts

Step 11:

If you are unhappy with your editing and would like to cancel it, hold your mouse over the "Cancel edit" cross at the bottom of the screen and left click it once with a single left click of your mouse. See screen clipping 9 below.

Step 12:

When you have completed all the editing in "Posts", hold your mouse over the X at the top right corner of the menu window and click it once with a single left click of the mouse. See screen clipping 9 below for the location of the X marked in red.

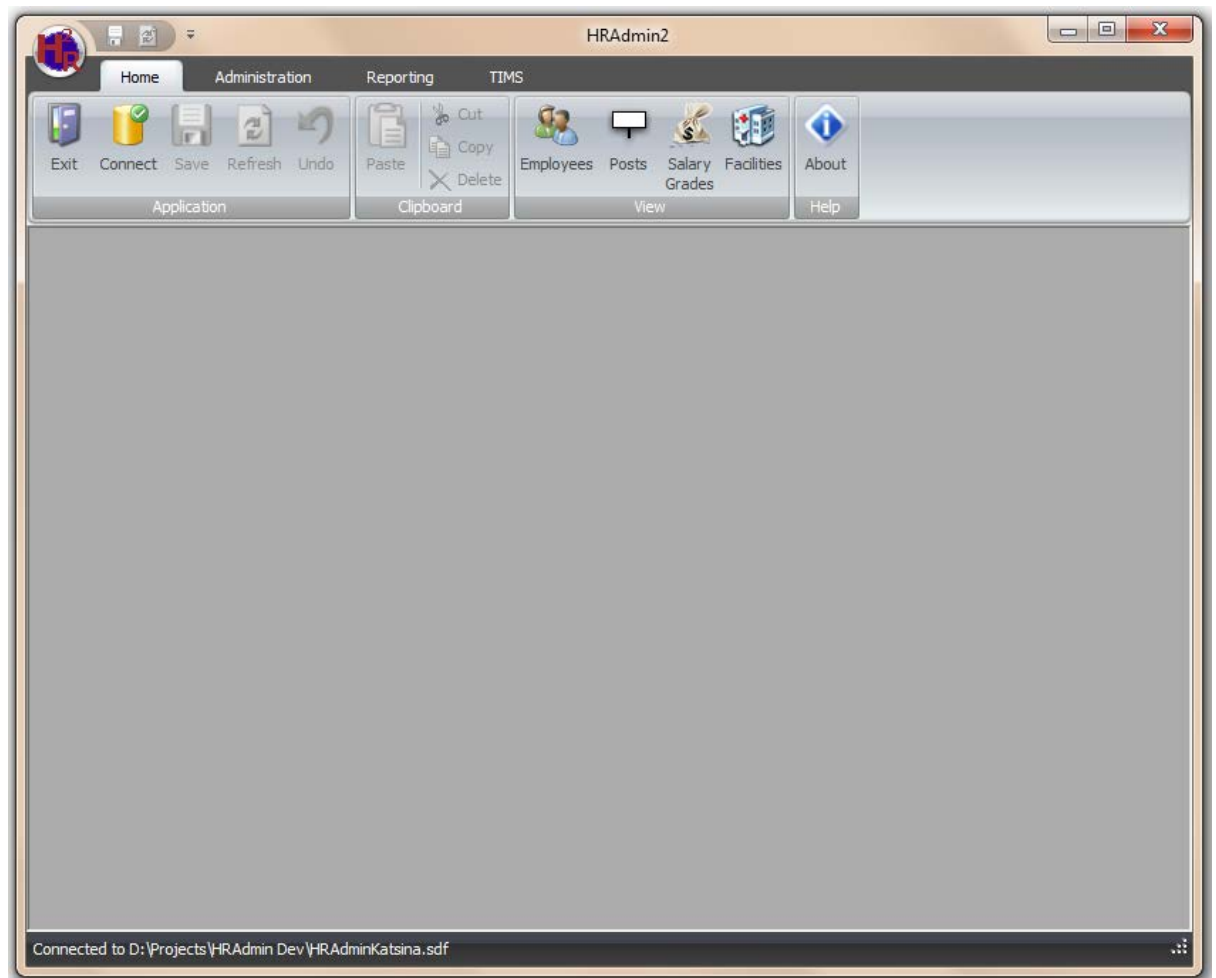


Screen clipping 9: Step 11 Editing Posts

9. Editing Salary grades

Step 1:

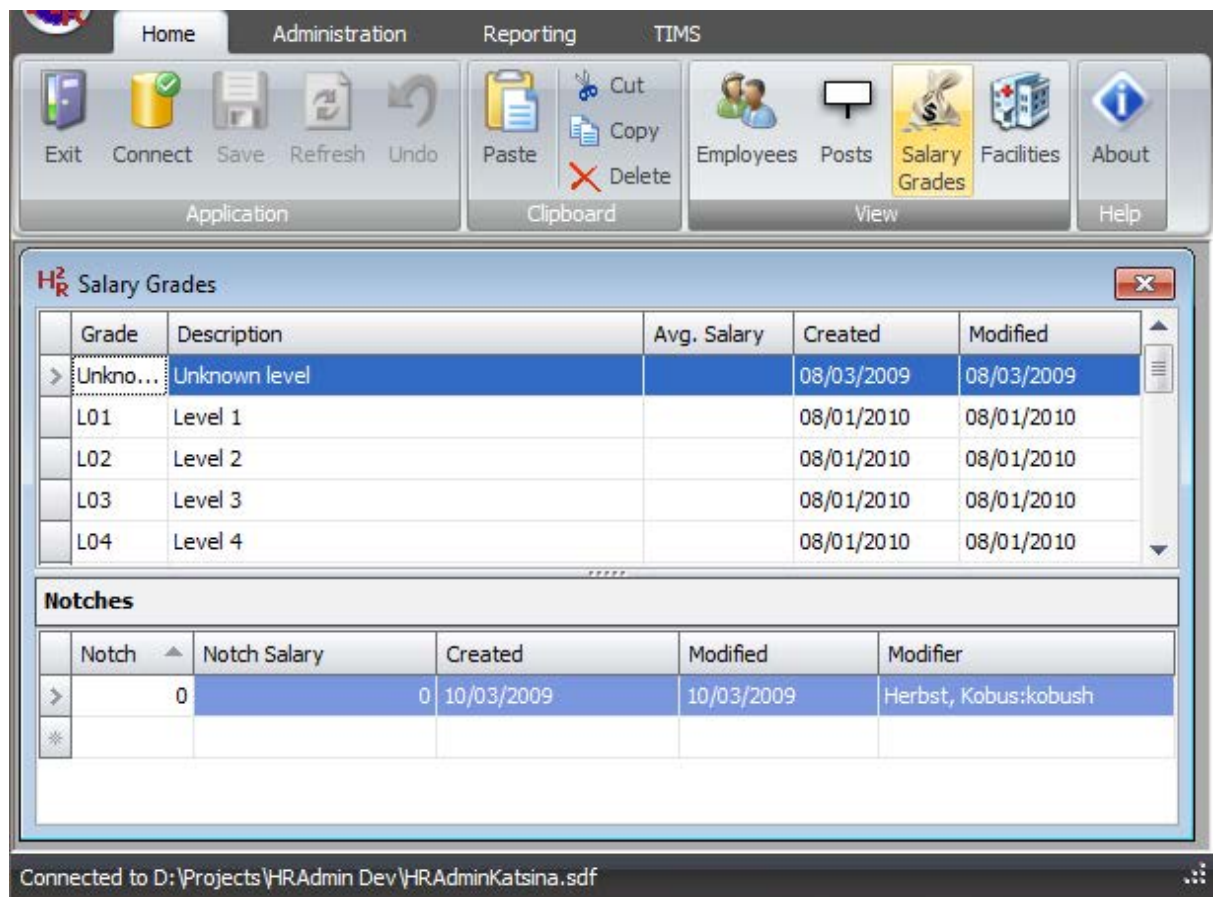
To edit a "Salary Grade" we have to start by looking at our main window. See screen clipping 1 below.



Screen clipping 1: Step 1 Editing salary grades

Step 2:

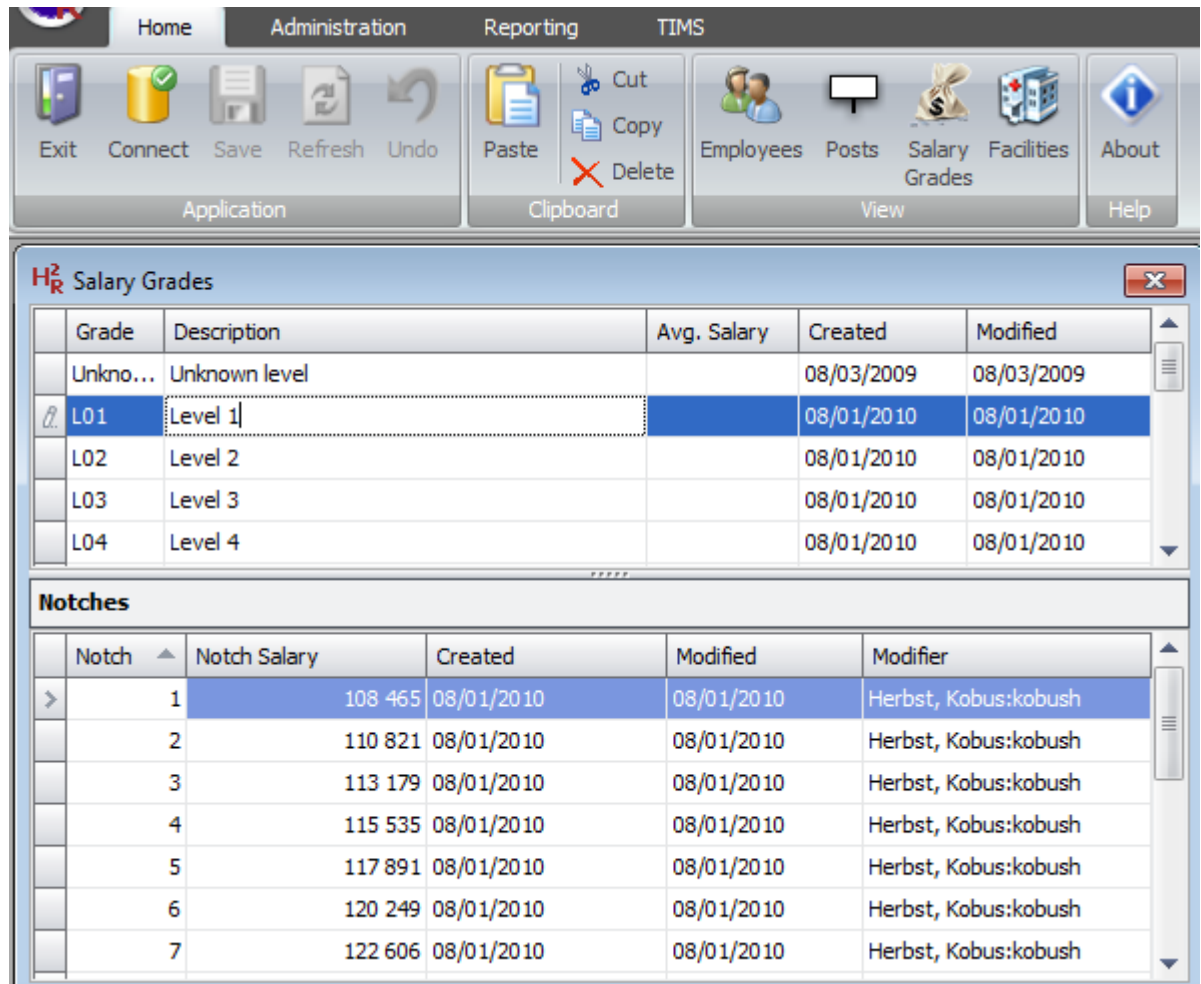
Hold your mouse cursor over the "Salary grades" icon in the "View" console and click on it once with a single left mouse click. A window with a list of salary grades will appear. See screen clipping 2 below.



Screen clipping 2: Step 2 Editing Salary grades

Step 3:

To edit the Level 1 salary grade, hold your mouse cursor over "Level 1" in the "Description" column and left click it once with a single left click of your mouse. The whole "Level 1" line will now be highlighted in blue. Notice that level 1 has salary notches in the window at the bottom. See screen clipping 3 below.



The screenshot shows the HRAdmin 2 interface with the 'Salary Grades' window open. The window has a menu bar with 'Home', 'Administration', 'Reporting', and 'TIMS'. Below the menu bar are several toolbars: 'Application' (Exit, Connect, Save, Refresh, Undo), 'Clipboard' (Paste, Cut, Copy, Delete), 'View' (Employees, Posts, Salary Grades, Facilities), and 'About' (Help). The main area of the window displays a table of salary grades. The 'Level 1' row is highlighted in blue. Below the table is a section titled 'Notches' which contains a table of salary notches for Level 1.

Grade	Description	Avg. Salary	Created	Modified
Unkno...	Unknown level		08/03/2009	08/03/2009
L01	Level 1		08/01/2010	08/01/2010
L02	Level 2		08/01/2010	08/01/2010
L03	Level 3		08/01/2010	08/01/2010
L04	Level 4		08/01/2010	08/01/2010

Notch	Notch Salary	Created	Modified	Modifier
1	108 465	08/01/2010	08/01/2010	Herbst, Kobus:kobush
2	110 821	08/01/2010	08/01/2010	Herbst, Kobus:kobush
3	113 179	08/01/2010	08/01/2010	Herbst, Kobus:kobush
4	115 535	08/01/2010	08/01/2010	Herbst, Kobus:kobush
5	117 891	08/01/2010	08/01/2010	Herbst, Kobus:kobush
6	120 249	08/01/2010	08/01/2010	Herbst, Kobus:kobush
7	122 606	08/01/2010	08/01/2010	Herbst, Kobus:kobush

Screen clipping 3: Step 3 Editing Salary grades

Step 4:

If you wish to edit the term "Level 1" you may delete the name by clicking on the backspace button on your keyboard and typing a new title. You may also edit the "Grade" to a title that you have selected yourself. To edit the "Grade" title hold your mouse over "L01" in the "Grade" column and click it once with a single left click of your mouse. See screen clipping 4 below where I have edited the titles of both the "Grade" and the "description".

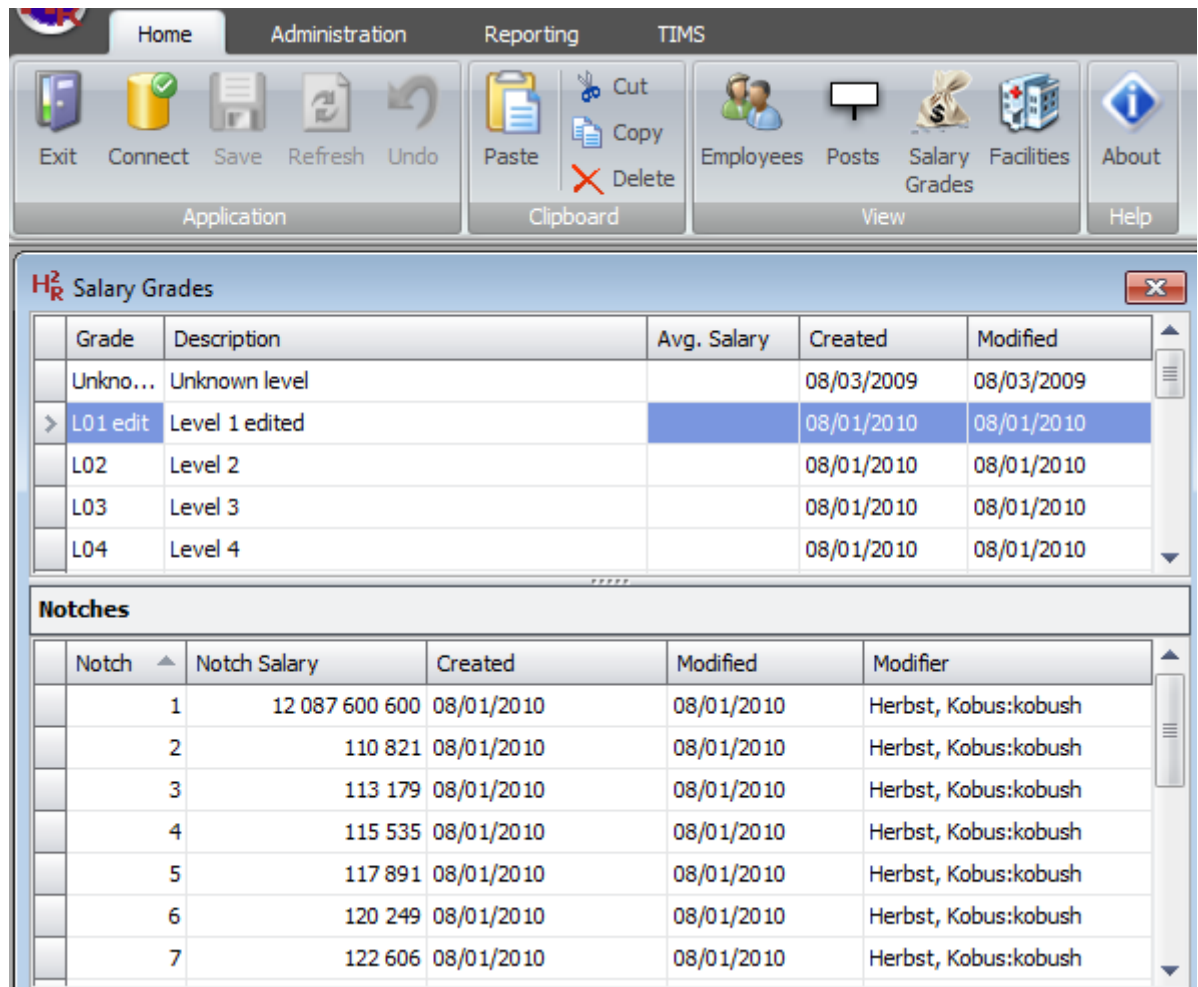
Grade	Description	Avg. Salary	Created	Modified
Unkno...	Unknown level		08/03/2009	08/03/2009
L01 edit	Level 1 edited		08/01/2010	08/01/2010
L02	Level 2		08/01/2010	08/01/2010
L03	Level 3		08/01/2010	08/01/2010
L04	Level 4		08/01/2010	08/01/2010

Notch	Notch Salary	Created	Modified	Modifier
1	108 465	08/01/2010	08/01/2010	Herbst, Kobus:kobush

Screen clipping 4: Step 4 Editing Salary grades

Step 5:

We cannot edit the "Notch" title but we can edit the salary amount for the notches. To change the salary amount hold your mouse cursor over the monetary amount in the "Notch salary" column and left click it once with a single left click of your mouse. The whole line will now be highlighted in blue and your cursor will be flashing next to the amount 120876.36. You may now edit this amount appropriately to whatever to chose and press "Enter" on your keyboard once you have complete the edit. See screen clipping 5 below for the edit that I have made.



The screenshot shows the HRAdmin 2 interface with the 'Salary Grades' window open. The window has a menu bar with 'Home', 'Administration', 'Reporting', and 'TIMS'. Below the menu bar are several toolbars: 'Application' (Exit, Connect, Save, Refresh, Undo), 'Clipboard' (Paste, Cut, Copy, Delete), 'View' (Employees, Posts, Salary Grades, Facilities), and 'Help' (About). The main content area is divided into two sections: 'Salary Grades' and 'Notches'.

Salary Grades Table:

Grade	Description	Avg. Salary	Created	Modified
Unkno...	Unknown level		08/03/2009	08/03/2009
L01 edit	Level 1 edited		08/01/2010	08/01/2010
L02	Level 2		08/01/2010	08/01/2010
L03	Level 3		08/01/2010	08/01/2010
L04	Level 4		08/01/2010	08/01/2010

Notches Table:

Notch	Notch Salary	Created	Modified	Modifier
1	12 087 600 600	08/01/2010	08/01/2010	Herbst, Kobus:kobush
2	110 821	08/01/2010	08/01/2010	Herbst, Kobus:kobush
3	113 179	08/01/2010	08/01/2010	Herbst, Kobus:kobush
4	115 535	08/01/2010	08/01/2010	Herbst, Kobus:kobush
5	117 891	08/01/2010	08/01/2010	Herbst, Kobus:kobush
6	120 249	08/01/2010	08/01/2010	Herbst, Kobus:kobush
7	122 606	08/01/2010	08/01/2010	Herbst, Kobus:kobush

Screen clipping 5: Step 5 Editing Salary grades

Step 6:

You may also add more notches to the list. To do so scroll to the bottom of the notch list. See screen clipping 6 below to see what the bottom of the screen looks like.

Grade	Description	Avg. Salary	Created	Modified
Unkno...	Unknown level		2009/03/08	2009/03/08
> L01 edit	Level 1 edited		2010/01/24	2010/01/24
L02	Level 2		2010/01/24	2010/01/24
L03	Level 3		2010/01/24	2010/01/24
L04	Level 4		2010/01/24	2010/01/24
L05	Level 5		2010/01/24	2010/01/24
L06	Level 6		2010/01/24	2010/01/24

No...	Notch Salary	Created	Modified	Modifier
14	158,565	2010/01/24	2010/01/24	Herbst, Kobus:kobush
15	161,465	2010/01/24	2010/01/24	Herbst, Kobus:kobush
16	181,000	2010/07/25	2010/07/25	Siebert, Michael:michael
> 17	191,000	2010/07/25	2010/07/25	Siebert, Michael:michael
*				

Screen clipping 6: Step 6 Editing Salary grades

Step 7:

To add another salary notch, hold your mouse over the blank cell underneath the cell containing 17 and left click it once with a single left click of your mouse. A new line will now appear and be automatically highlighted in blue. See screen clipping 7 below. The cursor will be flashing in the "Notch" column underneath 17, so you have to type 18 to start the new notch level and press your "Enter" button on your keyboard. The number 18 will now appear in the new line and your cursor will jump to the "Notch salary" column. You now have to type the appropriate monetary value for the notch in this column and press "Enter" on your keyboard when done to complete the new notch. See screen clipping 8 below.

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L04	Level 4			2010/01/24	2010/01/24
L05	Level 5			2010/01/24	2010/01/24
L06	Level 6			2010/01/24	2010/01/24

Notches					
No...	Notch Salary	Created	Modified	Modifier	
14	158,565	2010/01/24	2010/01/24	Herbst, Kobus:kobush	
15	161,465	2010/01/24	2010/01/24	Herbst, Kobus:kobush	
16	181,000	2010/07/25	2010/07/25	Siebert, Michael:michael	
17	191,000	2010/07/25	2010/07/25	Siebert, Michael:michael	
>					

Screen clipping 7: Step 7 Editing Salary grades

Exit	Connect	Save	Refresh	Undo	Paste	Copy	Delete	Employees	Posts	Salary Grades	Career Items	Facilities
Application					Clipboard		View					

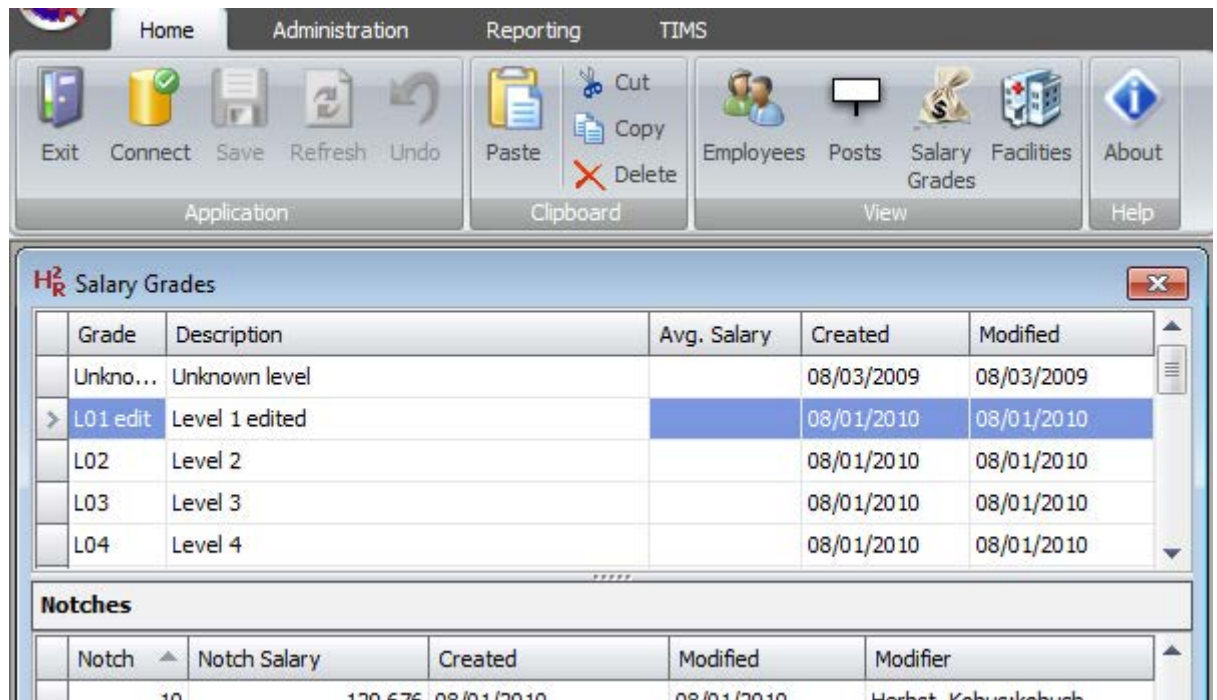
Salary Grades					
Grade	Description	Avg. Salary	Created	Modified	
Unkno...	Unknown level		2009/03/08	2009/03/08	
L01 edit	Level 1 edited		2010/01/24	2010/01/24	
L02	Level 2		2010/01/24	2010/01/24	
L03	Level 3		2010/01/24	2010/01/24	
L04	Level 4		2010/01/24	2010/01/24	
L05	Level 5		2010/01/24	2010/01/24	
L06	Level 6		2010/01/24	2010/01/24	

Notches					
No...	Notch Salary	Created	Modified	Modifier	
15	161,465	2010/01/24	2010/01/24	Herbst, Kobus:kobush	
16	181,000	2010/07/25	2010/07/25	Siebert, Michael:michael	
17	191,000	2010/07/25	2010/07/25	Siebert, Michael:michael	
18	201,000	2010/07/25	2010/07/25	Siebert, Michael:michael	
>					

Screen clipping 8: Step 7 Editing Salary grades

Step 8:

When you have completed all the editing in "Salary grades", hold your mouse over the X at the top right corner of the menu window and click it once with a single left click of the mouse. See screen clipping 9 below for the location of the X.

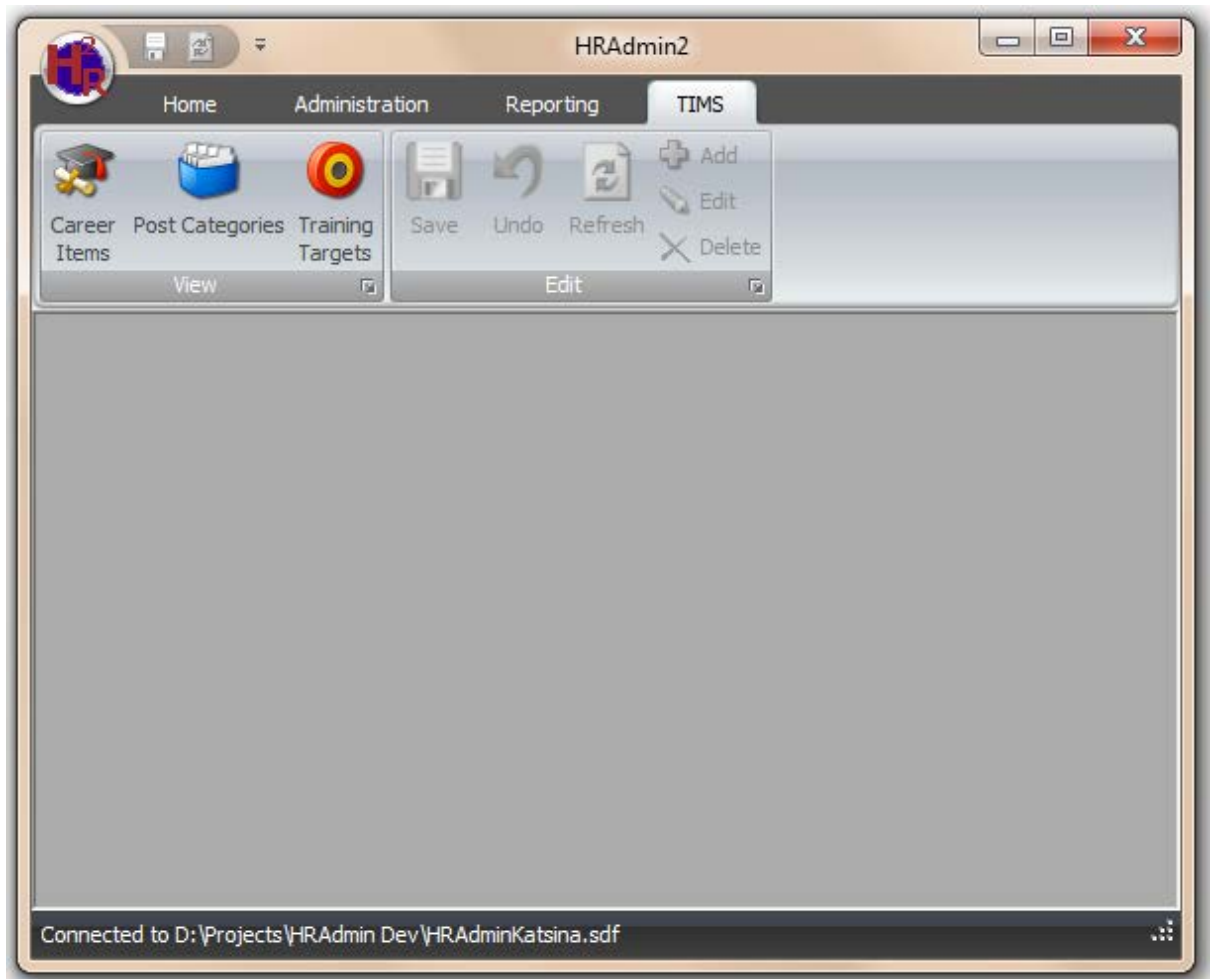


Screen clipping 9: Step 8 Editing Salary grades

10. Editing Career items

Step 1:

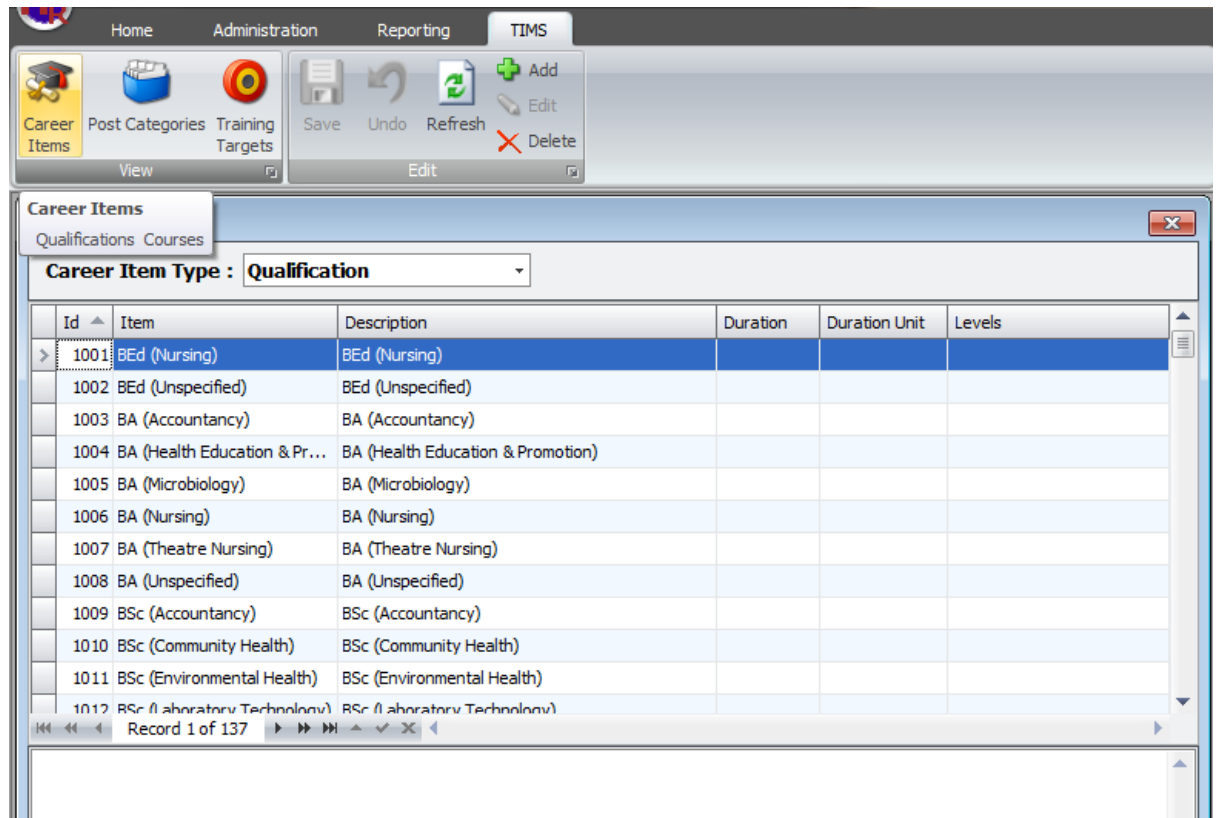
To edit the "Career Item" we have to start by looking at our main window. Make sure the "TIMS" tab is selected by clicking it once with a single left click of the mouse. See screen clipping 1 below.



Screen clipping 1: Step 1 Editing Career items

Step 2:

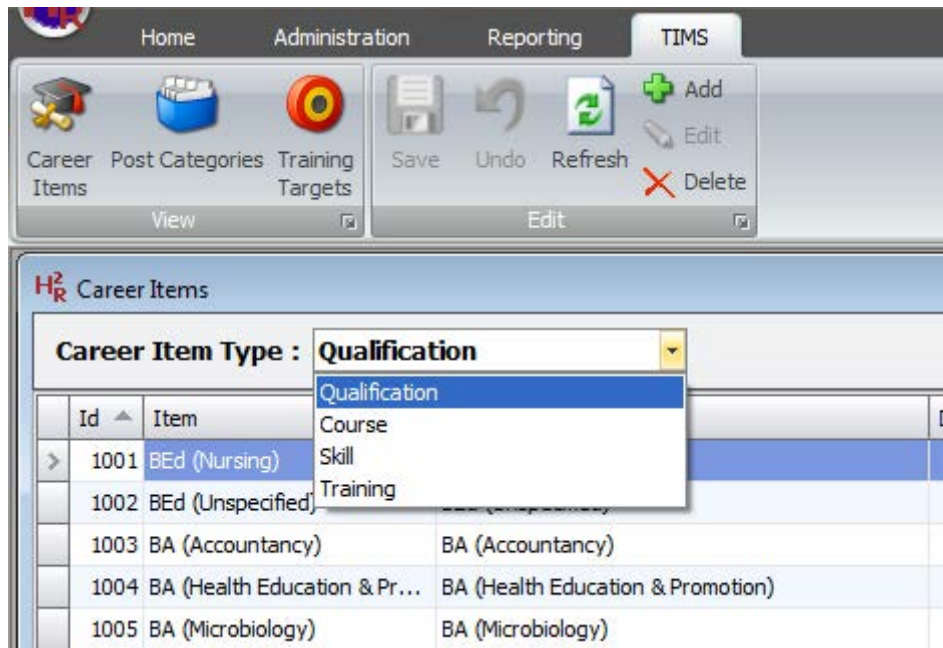
Hold your mouse cursor over the "Career Items" icon in the "View" console and click on it once with a single left mouse click. A window with a list of career items will appear. See screen clipping 2 below.



Screen clipping 2: Step 2 Editing Career Items

Step 3:

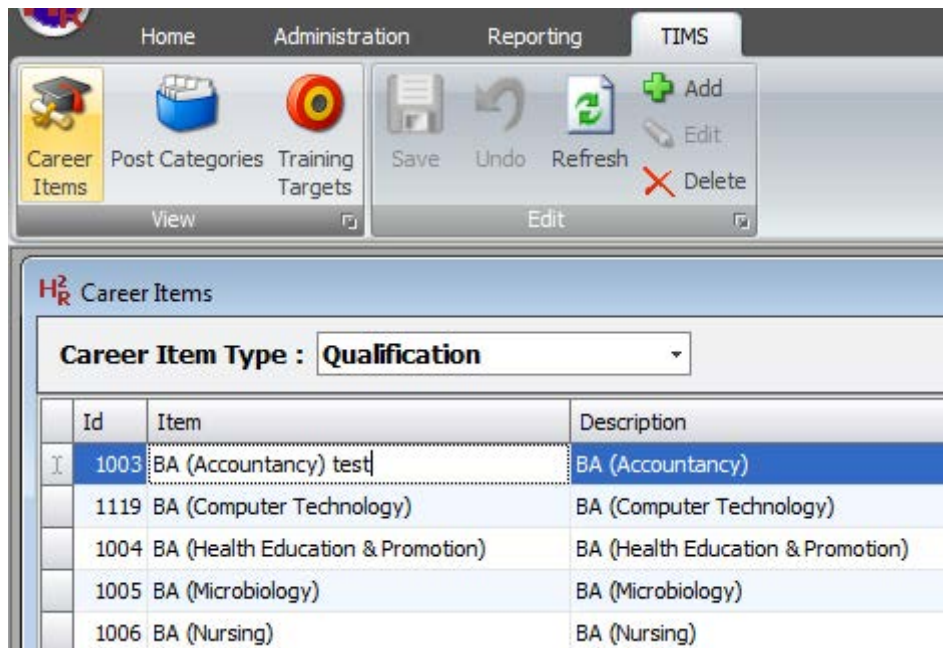
Take note that there are 4 different "Career Items" that we may choose and edit. For this manual we will only be editing 1 career item as they are all edited on the same technique. The 4 different career items are; Qualification, Course, Skill and Training. When we click on the "Career items" icon the menu will automatically open on the "Qualification" career item. To change this to another career item, hold your mouse over the black triangle pointing downwards on the right hand side of the "Qualification" title and click on it once with a single left click of the mouse. See screen clipping 3 below for its location. Once the window is open displaying the 4 different career items, move your mouse down to your career item you wish to edit and select it by clicking on it with a single left click of the mouse.



Screen clipping 3: Step 3 Editing Career Items

Step 4:

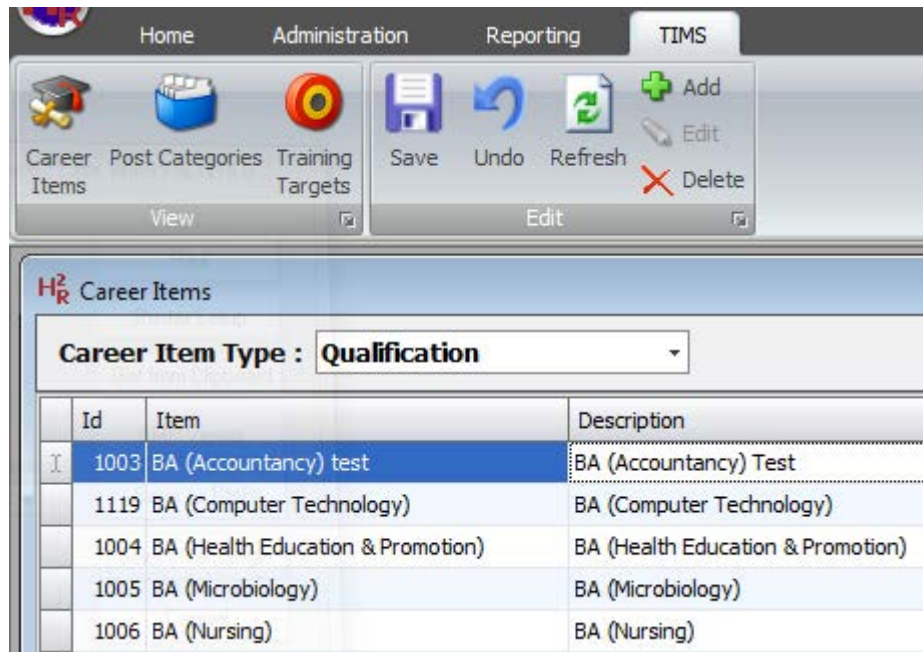
The first item that we can edit is the certification type in the "Item" column by holding our mouse over the current name and clicking on it once with a single left click of our mouse. The whole line will now be highlighted blue with our cursor flashing next to the current certification. We may now proceed and edit appropriately and press "Enter" once complete. See screen clipping 4 below.



Screen clipping 4: Step 4 Editing Career Items

Step 5:

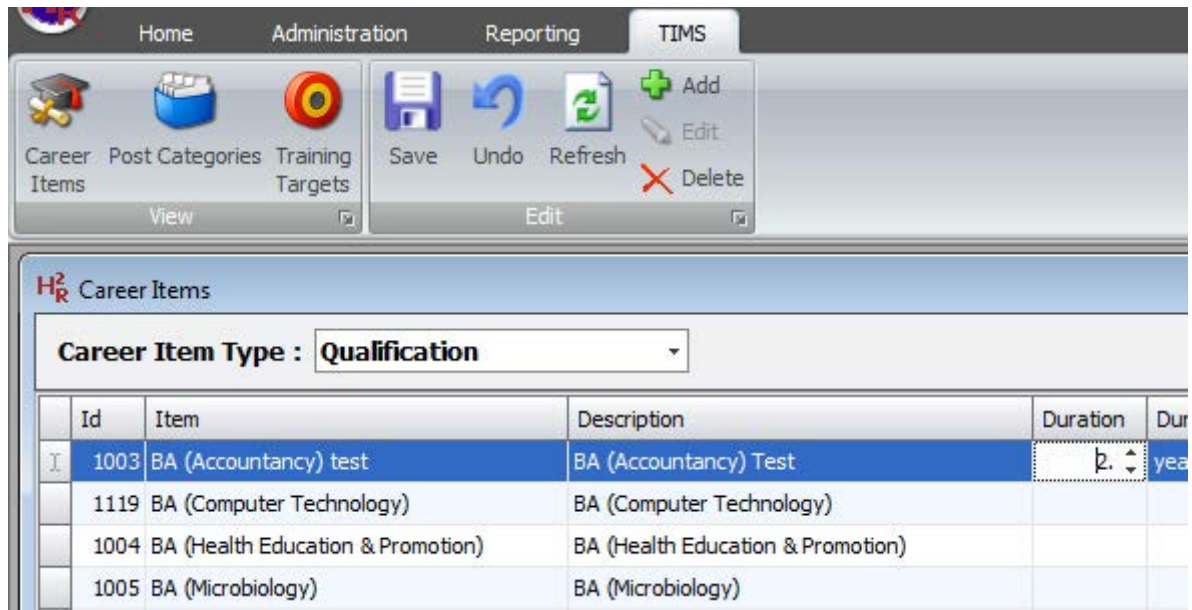
We can also edit the "Description" by holding our mouse over the current description of the current title and clicking on it once with a single left click of our mouse. Our cursor will now flash in this column and we may start editing this title, once done press "Enter" on our keyboard. See screen clipping 5 below.



Screen clipping 5: Step 5 Editing Career Items

Step 6:

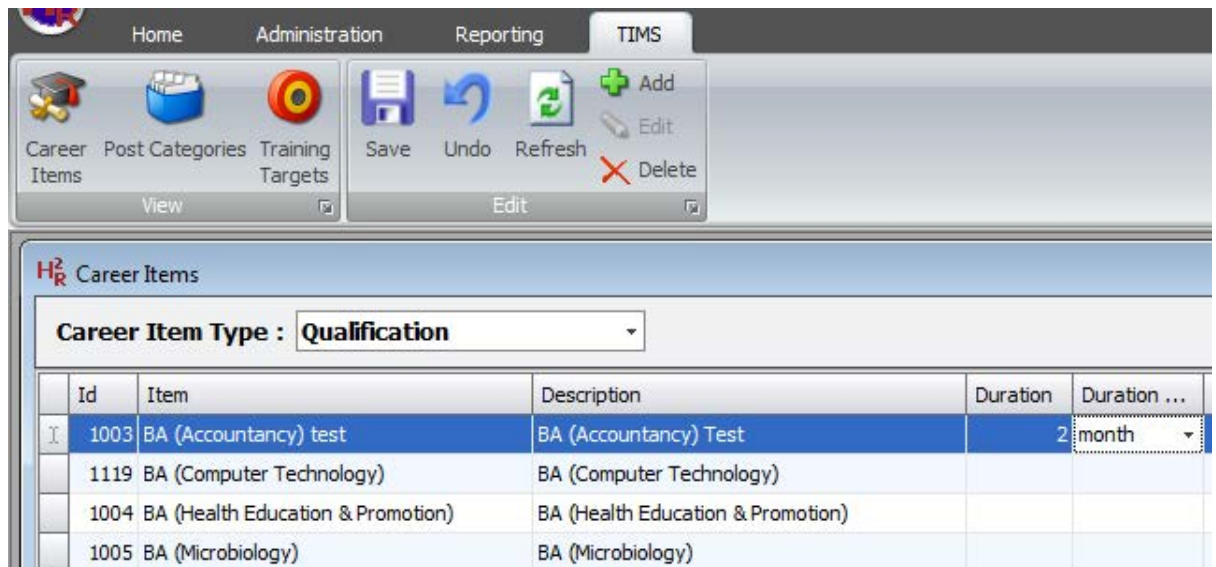
We can now also edit the "Duration" by holding our mouse over the current duration and clicking on it once with a single left click of our mouse. Our cursor will now flash in this column and we may start editing this number. There are 2 ways to edit the "Duration". We may either press "Backspace" on our keyboard and clear the current duration and press a new duration number into this column or we can simply press on the black triangles point up or down and select a new duration number. Once done press "Enter" on our keyboard. See screen clipping 6 below.



Screen clipping 6: Step 6 Editing Career items

Step 7:

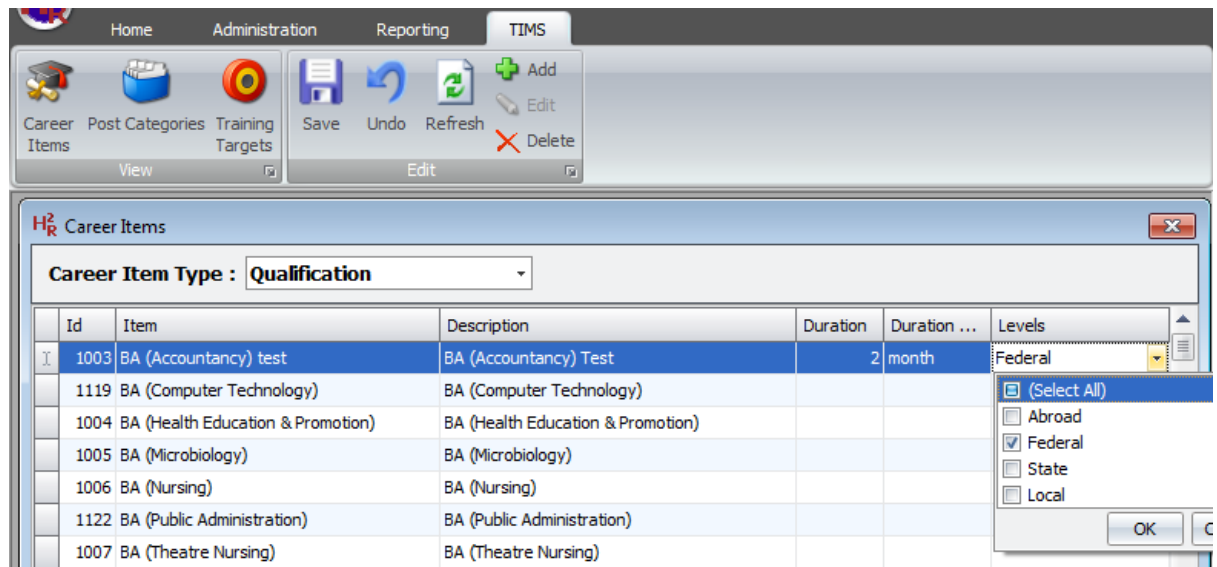
We can now also edit the "Duration unit" by holding our mouse over the current duration unit and clicking on it once with a single left click of our mouse. A menu will appear with 4 units listed; Year, Month, Week, Day. Select one by holding your mouse over the title and clicking on it once with a single left click of your mouse. See screen clipping 7 below.



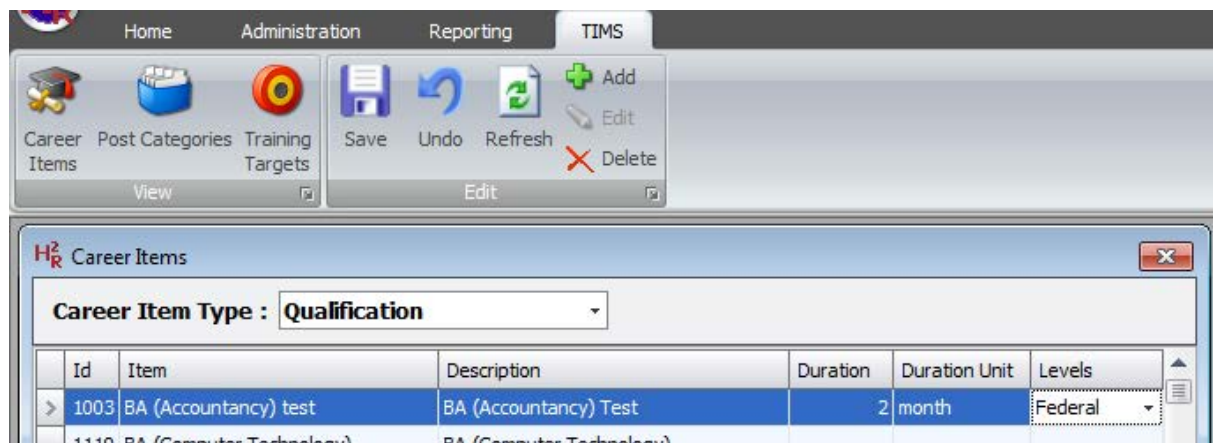
Screen clipping 7: Step 7 Editing Career items

Step 8:

We can now also edit the "Levels" by holding our mouse over the current level and clicking on it once with a single left click of our mouse. A menu will appear with 5 Levels listed; Select all, Abroad, Federal, State and Local. Select one by holding your mouse over the title and clicking on it once with a single left click of your mouse. To complete the process click on the "Ok" button at the bottom of the menu with a single left click of your mouse. See screen clipping 8 & 9 below.



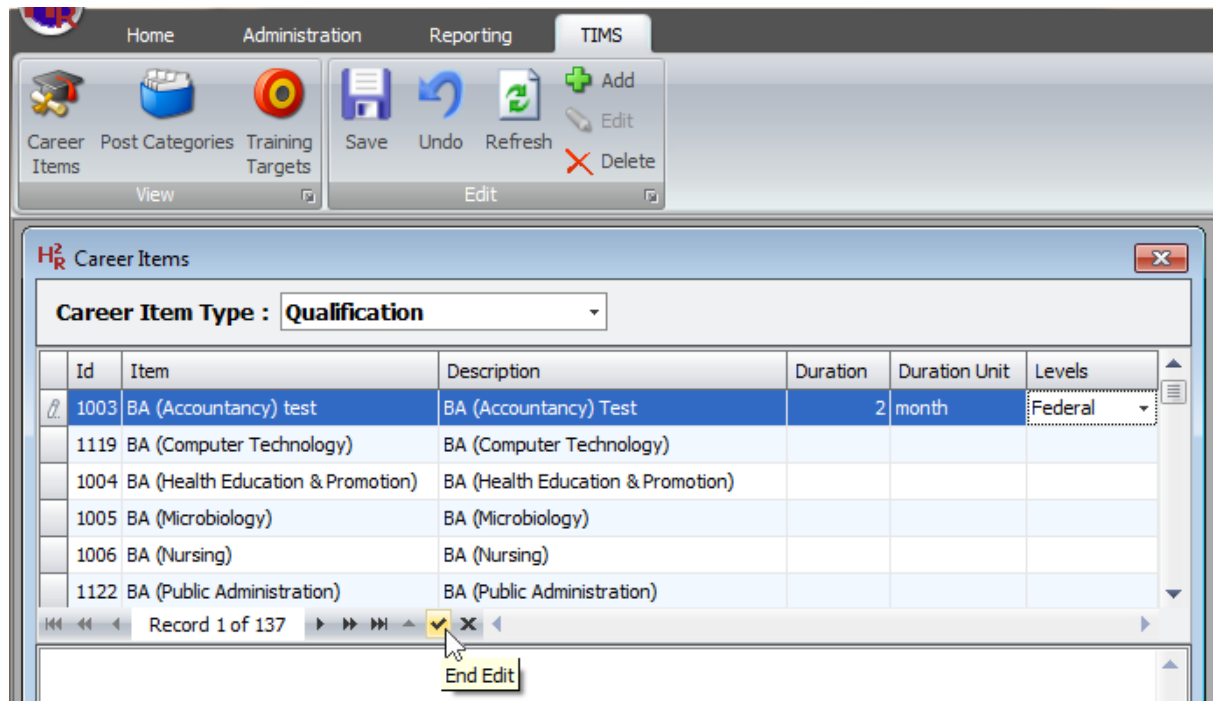
Screen clipping 8: Step 8 Editing Career Items



Screen clipping 9: Step 8 Editing Career Items

Step 9:

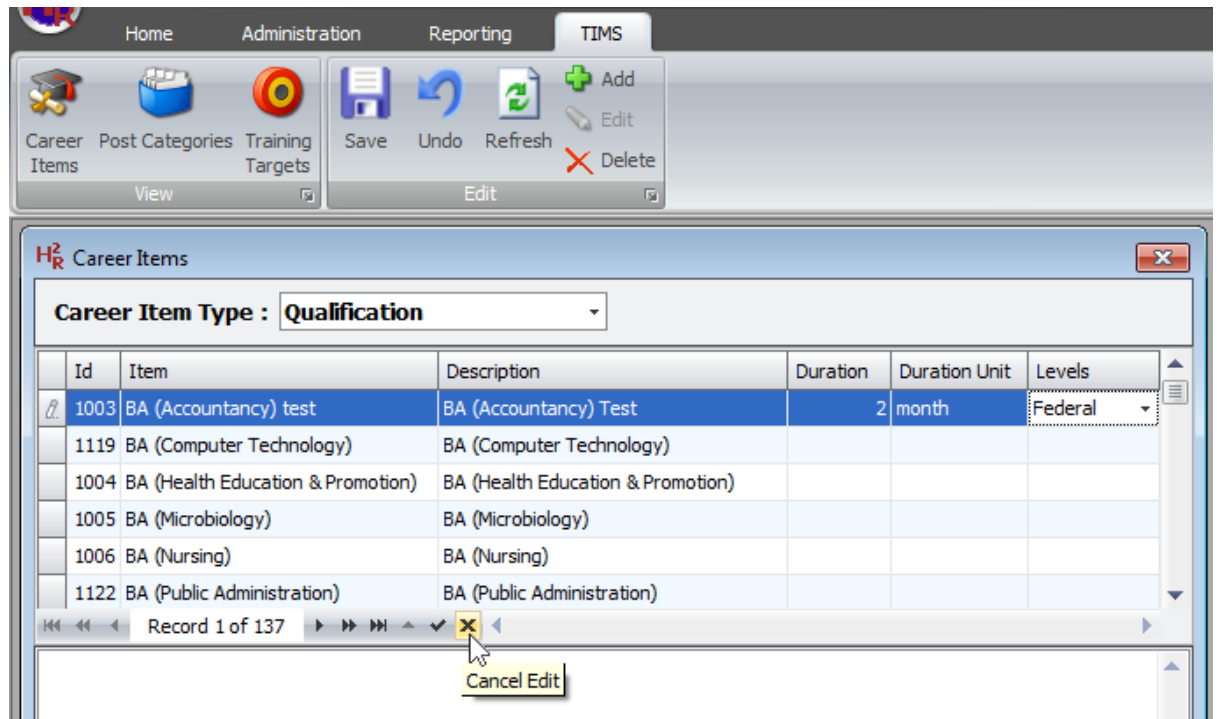
Once you have finished editing the qualification you may select the "End edit" tick at the bottom of the screen by left clicking it once with a single left click of your mouse. See screen clipping 10 below.



Screen clipping 10: Step 9 Editing Career Items

Step 10:

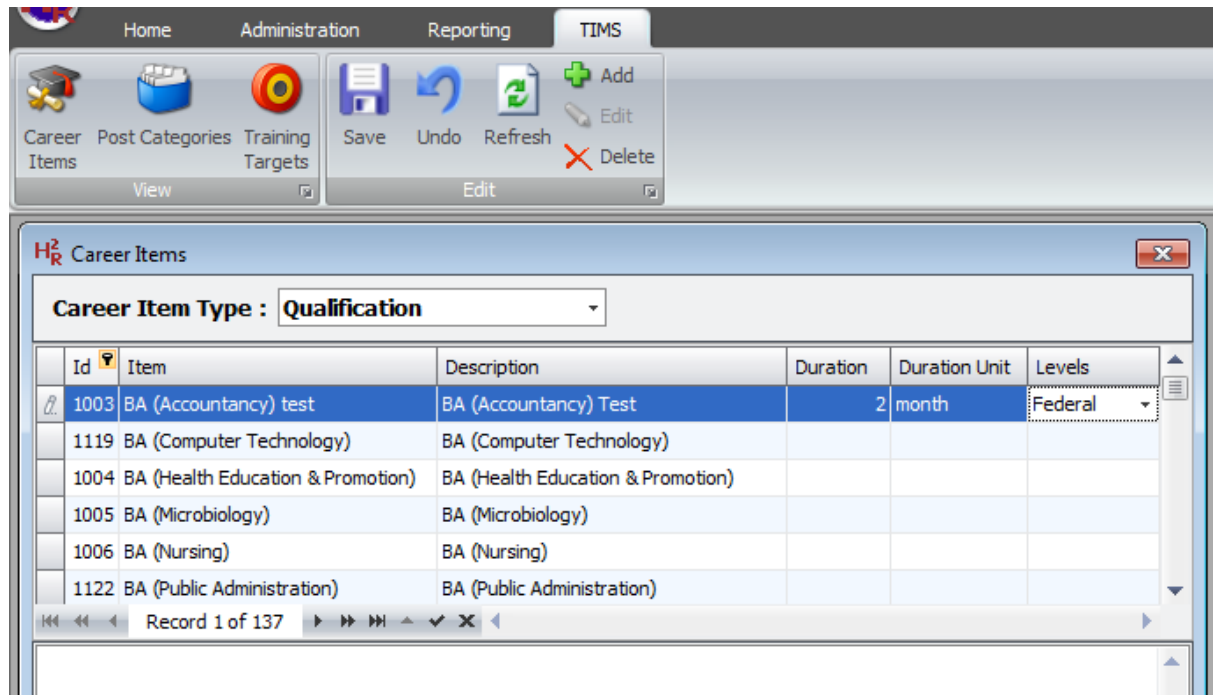
If you are unhappy with your editing and would like to cancel it, hold your mouse over the "Cancel edit" cross at the bottom of the screen and left click it once with a single left click of your mouse. See screen clipping 11 below.



Screen clipping 11: Step 10 Editing Career Items

Step 11:

When you have completed all the editing in "Qualifications", hold your mouse over the X at the top right corner of the menu window and click it once with a single left click of the mouse. See screen clipping 12 below for the location of the X.

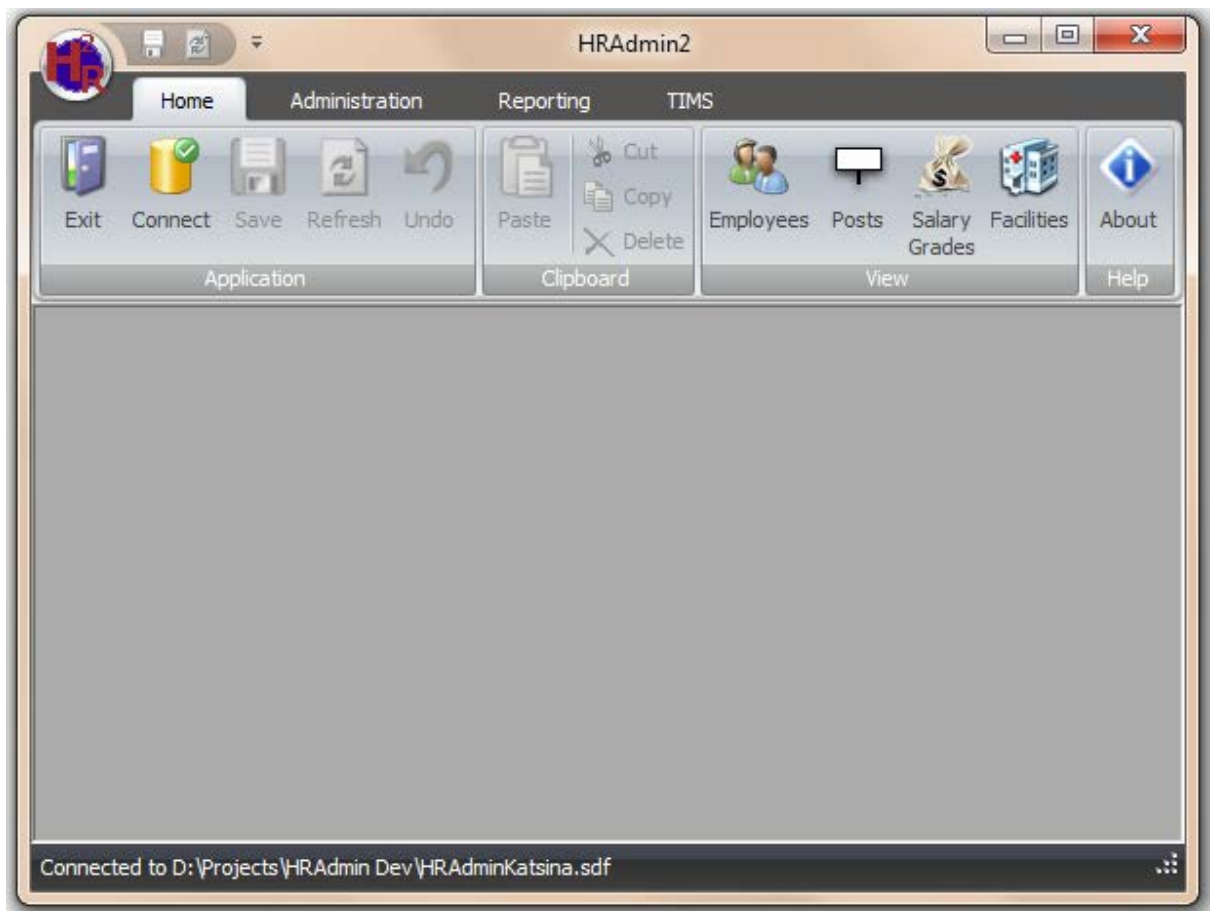


Screen clipping 12: Step 11 Editing Career Items

11. Closing the HRAdmin database application

Step 1:

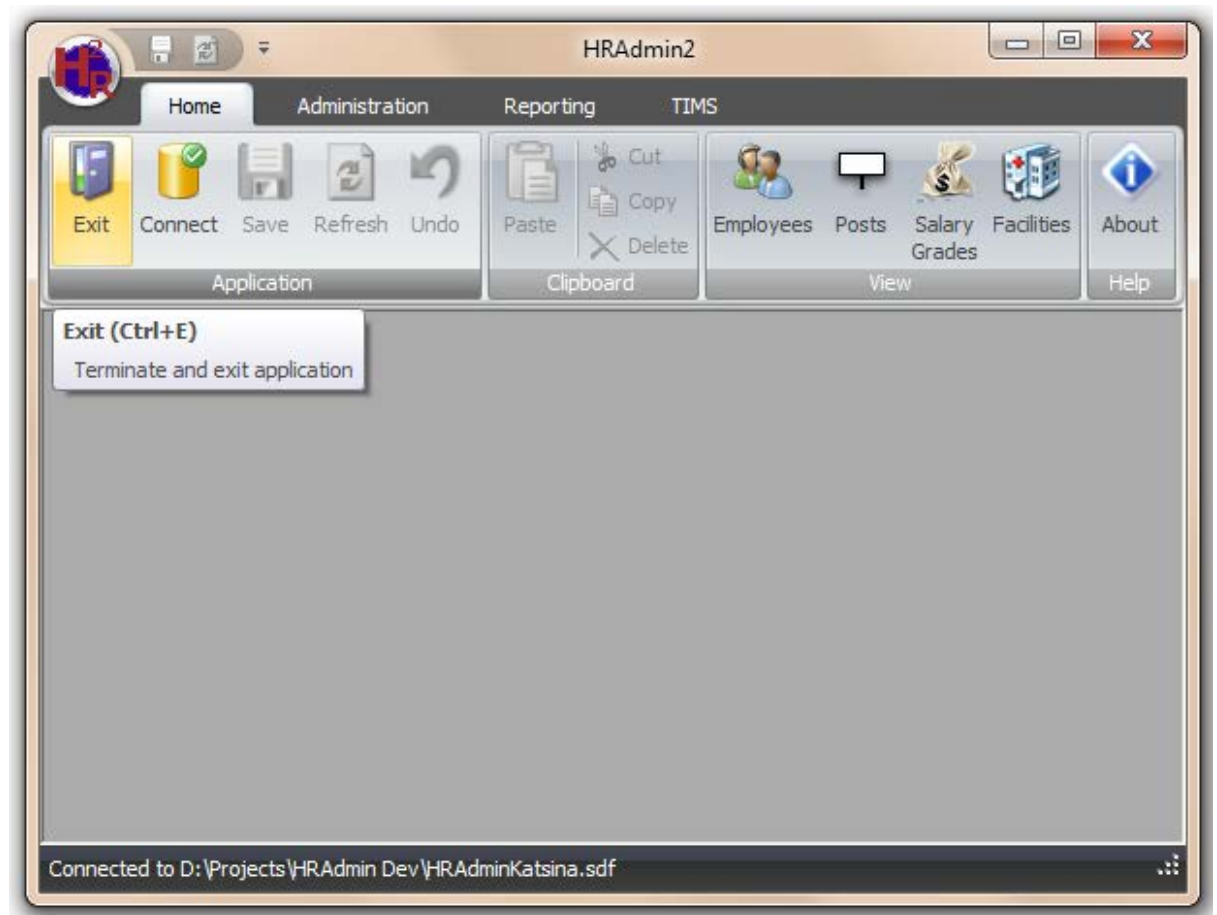
Once we have finished working and wish to close the HRAdmin database application, ensure that all windows are closed in the appropriate manner. Before terminating the application ensure that you have the general screen in front of you. See screen clipping 1 below.



Screen clipping 1: Step 1 Closing the HRAdmin database application

Step 2:

Hold your mouse over the "Exit" icon in the "Application" console and left click it once with a single left click of your mouse and the HRAdmin database application will now close. See screen clipping 2 below.



Screen clipping 2: Step 2 Closing the HRAdmin database application

12. Documents and Data Forms

Look in the Documentation folder on the installation CD for the files mentioned below.

- Print copies of the "Employee Profile Master.pdf".

This is used for New Employees and must be filled out so that the appropriate data can be captured on the HRIS system.

- Print Copies of the "Monthly HRIS Data Sheet.pdf"

This must be filled in each and every month so that the HRIS system can be updated.

HRAdmin2 User Manual

This manual helps you to get the most out of the HRAdmin software and will show you how to manage your human resources actively and report accurately. HRAdmin is designed to:

- assist the Ministry of Health to manage daily HR affairs, such as staff movements, appointments, staff distribution and training & development
- capture details of employee movements and deliver accurate status reports to managers on all areas of HR management
- work with HRPlanner (used as part of the Minimum Service Package tool) and financial systems to ensure that transitions to new systems happen quickly and seamlessly.

The HRAdmin reporting system is flexible, enabling the generation of unique reports. It can be used at facility level, feeding into a main database at the Ministry of Health.

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Health Partners International

Waterside Centre, North Street,
Lewes, East Sussex BN7 2PE, UK

Telephone: +44 (0)1273 477474

www.healthpartners-int.co.uk



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